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ABSTRACT

This training manual teaches library personnel how to use ALIS (the Automated Library Information System) at Kansas State University. The exercises use a program called TEST, which is completely separate from the actual system. The exercises, which are designed to imitate real-life situations, combine learning the ALIS operations with learning the library's circulation policies and procedures. Much of the instruction is self-directed, but trainers are available to answer questions. Small paper "books" used throughout the manual are photocopies of books the library owns, and the computer-read labels are the same as those used in all library materials. Each section ends with a sheet of directions that give step-by-step instructions for getting that section ready for the next trainee. The six-part manual covers: (1) Introduction to Hardware; (2) Discharge; (3) Media Types Identification; (4) Charging on ALIS; (5) Renewals; and (6) Inquiry. (THC)

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ALIS TRAINING MANUAL FOR CIRCULATION DEPARTMENT

prepared by

Rachel S. Moreland

Circulation Librarian
Farrell Library
Kansas State University

August 1984

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Preface

I hope the ideas presented in this training manual may help someone else meet the challenge of training many people in a short amount of time to do a large variety of tasks in a brand new way! That was our challenge when we were ready to implement a computerized circulation system. We learned from our experiences that some things worked and others didn't. Training as patrons were being waited on did not work--there was too much to learn, too much fear of the computer terminal, and too many interruptions to the trainer. Trying to keep a supply of books to use as training tools did not work either--to cover all the points, there were too many volumes and not enough room to keep them handy. And if one trains from only those people who show up at the counter for assistance, the uniformity of what is taught is sadly deficient.

All of these things that did not work, made us really think about what might work. The results were to use the computer to assist with the training by creating the training situations we wanted trainees to encounter. It was time consuming, but could be done a section at a time. And the success of the computer assisted training kept our motivation high to complete additional functions!

My thanks go to all those who have trained using the manual and have given suggestions for improvements. Special thanks go to my fellow staff members whose input has been vital to the development and use of the manual.

Rachel S. Moreland, Head
Circulation Department
Farrell Library
Kansas State University
Manhattan, KS 66506

INTRODUCTION

This training notebook teaches how to use ALIS, which is what our automated circulation system is called. ALIS stands for Automated Library Information System. The system is marketed by DataPhase, Kansas City, Kansas.

All the training is completed in TEST. The information in TEST is completely separate from that in the live system. Working in TEST provides you the freedom to make mistakes and know they won't create a problem for anyone. Doesn't knowing that make you feel better?

These exercises combine learning the ALIS operations with learning our department's circulation policies and procedures. Although much of the training is self-directed, your trainer will always get you started and be available to answer any questions. It is important you learn both why and how things are done, so be sure and ask questions anytime you do not understand something.

The training exercises are designed to imitate real-life situations. The small paper "books" are photocopies of books the library owns. The computer-read labels are the same as those used in all our library materials.

At the end of each section there is a sheet of directions that gives step-by-step instructions for getting that section ready for the next trainee to use. If time permits, you may be asked to follow the steps while your trainer observes what you do. For many of the sections, this step reviews skills learned in previous training sessions.

As you work through your ALIS training, relax and enjoy getting acquainted with ALIS. We want you to like her as much as we do!

ALIS TRAINING

CIRCULATION DEPARTMENT

SESSION 1

I. INTRODUCTION TO HARDWARE

A. Terminal

1. Power Up
   a. If using a terminal with a wand - turn on bleak box.
   b. Pull the black knob on the face of the terminal towards you.
   c. Give the terminal a few moments to warm up.
   d. Adjust Screen Brightness
      1) When you rotate the black knob on the face of the terminal clockwise, the screen brightens.
      2) When you rotate the black knob counter-clockwise, the screen darkens.
   e. When you see a cursor or "Goodbye" on the screen, Log On.
   f. Put on alpha lock.

   (NOTE: Staff should log on & Halt out so there is a "Goodbye")
2. Power Down
   a. Log Off. Make sure "Goodbye" is on the screen.
   b. Push the ON/OFF knob <u>In</u>.
   c. If you Log Off incorrectly and "hang" the terminal, call a staff member.

B. Keyboard

1. Online and Alpha Lock (Lights must be on.)
2. [illegible]
3. CMD and BREAK
4. DEL
5. Function Keys
6. Numeric Pad
7. Cursor Movement Pad

C. Hardware Care and Handling

1. Cleaning

a. Hardware should be vacuumed once a week.
b. Do not clean CRT screen with Windex, water, etc.
c. Hardware exterior may be cleaned with "409".
c. Call LAD if interior cleaning is needed.

2. Relocation/Adjustment

If hardware requires relocation or adjustment after installation, LAD should be notified. Once the equipment has been wired and plugged in, it shall remain that way. Other plugs on the four-plex or duplex that the computer equipment is associated with should not be used for equipment that is not directly involved with the computer terminal configuration. Under no circumstances should a terminal be moved without the assistance of LAD.

3. Objects Around Hardware

a. Do not place objects on cooling vents. The terminal might overheat.

b. No food or drink allowed.

c. Do not place objects on the keyboard.

d. Do not use pens or pencils to enter data on keyboard.

e. Do not tape procedures on CRT screen.

4. Logged on Hardware

Ordinarily a terminal will remain on all day. It is more wearing on the equipment if it is shut on/off frequently throughout the day.

5. Malfunctions

a. Hung or looping terminals should be reported to a circulation staff member who will report to LAD.

b. A terminal which signs the user off should be reported.

c. Report "garbage" characters.

d. It is imperative that the user remember the Function he/she was using at the time of the malfunction.

e. If the user receives I?O DSX ERR meeages,STOP & log off.

II. USING THE TERMINAL

A. Staff Password (generic student password STU123)

B. Log On (in regular system)

1. Power equipment up by turning on black box connected to the wand, then turning on the terminal.
2. Depress Alpha Lock key to turn it on.
3. Break in by pressing on the CMD key while simultaneously depressing BREAK key.
4. Enter: KKS (CR) LIB (CR)
5. Enter: Staff Password (STU1@#) STU123
6. Enter: Appropriate Branch
7. Enter: Appropriate Function

C. Log Off

1. Enter H(CR) or Q(CR) until you are at "Please Enter Function".
2. Enter: H(CR) for halt. Make sure you receive a "Goodbye" message.
3. Power down equipment (turn off terminal, then black box)

D. Log on in TEST (all training must be done in TEST)

1. Turn on power to equipment (Black box then terminal).
2. Turn on Alpha Lock
3. Break in by pressing the CMD key while simultaneously depressing BREAK.
4. Enter: TST (CR) LIB (CR)
5. Enter: STU123 (student password)
6. Accept default for Farrell Library: (CR)
7. Enter appropriate function (see next section).

E. Function Access

1. Function Key
2. Full Text (e.g. DISCHARGE)
3. Abbreviation (e.g. DISC)

F. Options

1. Establish Discharge Date -- how can it be changed?
2. Terminal is now ready to discharge materials.
3. Log Off but DO NOT turn off power to equipment.

I. DISCHARGE

A. Trainer and trainee tour the discharge area.

1. Identify: Bin for books to be discharged

Truck for sorting area

Wood chair to items that need pre-ALIS discharging

Fines Record notebook

Holding area for "Problem Books"

Box for date-due slips pulled from items

B. Explanation of Discharge

Discharge is the function that removes the link between the patron and the item, updating all necessary files, such as calculating the amount of fine owed on a late book.

C. Information about the terminal

1. Generally discharging is done at the terminal on the large table, called the "discharge terminal" in our office.

2. As you discharge the terminal gives audible signals. It beeps each time a label is read successfully. (You know its been read when the numbers appear on the CRT screen.)

If you do not get a successful read with the wand, the item number must be entered via the terminal keyboard.

3. The terminal also beeps to alert to exceptional conditions. These might be for an overdue book, or for a book that has been reported lost, for item that is on recall, for a discharge note on an item, etc.

The terminal demands an answer to exceptional conditions. The most common answer is to depress the carriage return key (i.e. CR TO CONTINUE).

The terminal will not allow further discharging until the exceptional condition has been acknowledged.

D. General procedures followed for Discharging materials

1. Enter Discharge Function

2. Establish Discharge Date--generally this is done by despressing the CR key to accept the date shown on the screen. If another date is needed, type in that date then (CR). This procedure will require you to enter the student password (STU123).

3. Identify the item to the computer by wanding the label or typing in the OCR item number.

D. (continued)

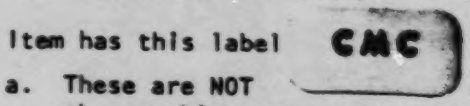
4. Check the screen for messages, special instructions, etc. Write note, if needed, and put into book so it shows.

5. Remove the date due slip from the item. Put with matching colors in the holding box. Put book on truck for Sorting.

   If there is a cardboard card in the book, pull out and throw away.

NOTE: Wand reads labels only when labels are flat!

6. Item does not have an OCR label or it has not been checked out on the system
   a. If there is a carbon charge slip, leave it in book Place book on Wood Chair.
   b. If nothing in book, put it on Wood Chair anyway.

7. Item has this label 

on it.
   a. These are NOT our check-outs-- the teaching materials are checked out by Audio-Visuals therefore, leave all cards in items
      stamp with date returned
      put on metal truck under chalkboard.

8. Discharge note says PROBLEM BOOK or GIVE TO STAFF Lay book on table under the large bulletin board under the sign "Problem Books".

E. Sign on terminal for this training session.

Remember you are to sign on in TEST -- see INTRO-3 page for the step by step procedure.

CAUTION: THE WANDS ARE VERY EXPENSIVE. TREAT IT WITH GREAT RESPECT. Be very careful it does not get dropped or knocked off the table!!

F. Proceed through the following pages. Follow the instructions given on each page. At the end there will be an exercise that will help you see where you need additional help or practice.

DISCHARGE

A. Wand OCR label

Screen Response:

ITEM OCR # appears

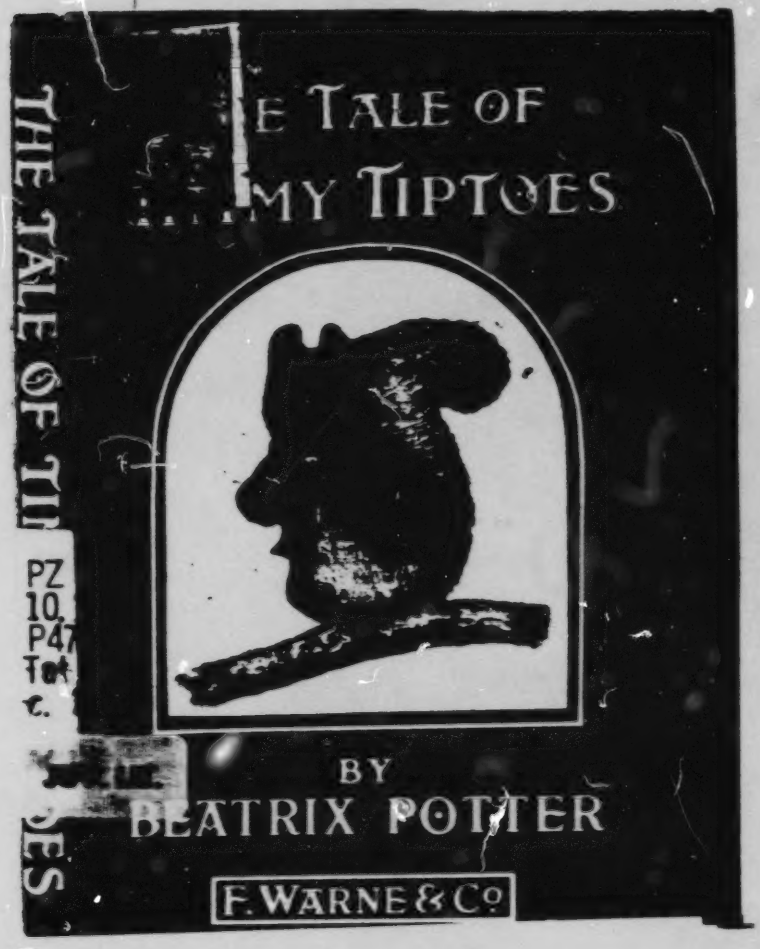
Action Required:

Pull date due slip from item

Put item on truck for Sorting

30 day loan

FARRELL -- CIRCULATION



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PZ
10.3
P47
Tat 3
c.2
Educ

THE TALE OF MY TIPTOES

BY

BEATRIX POTTER

F. WARNE & Co

THE TALE OF TI... TOES

PZ
10.3
P47
Tat 3
c.2
Educ

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BY
FREDERICK WARNE & Co.

COPYRIGHT RENEWED, 1939

FOR
MANY UNKNOWN LITTLE FRIENDS,
INCLUDING MONICA

DISCHARGE

B. Wand OCR label

Screen Response

ITEM NOT CONVERTED

Action Required:

1. CR to continue
2. Pull date-due slip
3. Put item on sorting truck

30 day loan

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DISCHARGE 4

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PS
1011
P47
T34

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THE TALE OF JOHNNY TOWN-MOUSE

BY

BEATRIX POTTER

AUTHOR OF "THE TALE OF PETER RA[illegible]

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LIBRARY
MANHATTAN, KANSAS

FREDERICK WARNE & CO., INC.
NEW YORK

DISCHARGE

C. Wand OCR label

Screen Responses:

THIS ITEM BELONGS TO _____

Action Required:

1. CR to continue
2. Attach note to item "Belongs to: ___ "
3. Put item on shelf by mail baskets.

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DISCHARGE 5

15

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LIBRARY
MANHATTAN

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THE TALE OF TUPPENNY
BY
BEATRIX POTTER

ILLUSTRATED
BY
MARIE ANGEL

FREDERICK WARNE & CO., INC.
NEW YORK & LONDON

Arch.
P2
10.3
.P47
T10
c.2

THE TALE OF TUPPENNY

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of Beatrix Potter
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3 4 5 82 81 80 79 78

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12b

DISCHARGE

D. Wand OCC label

Screen Response:

ITEM ON RECALL FOR _____

DO YOU WANT AVAILABILITY NOTICE PRINTED?

CR TO CONTINUE

Action Required:

1. Write name of person recall is for on piece of note paper
2. CR --to accept default of having availability notice printed.
3. Pull date due slip
4. Put item, with note in it, on the wood truck for Recalled/Requested book

30 day loan

FARRELL -- CIRCULATION

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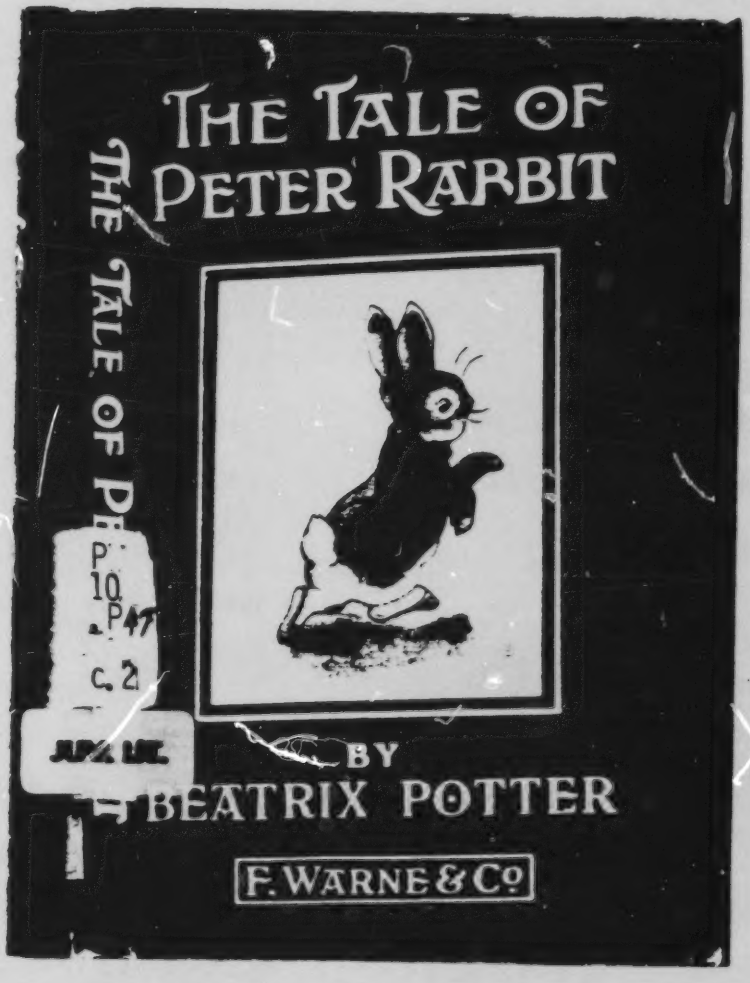

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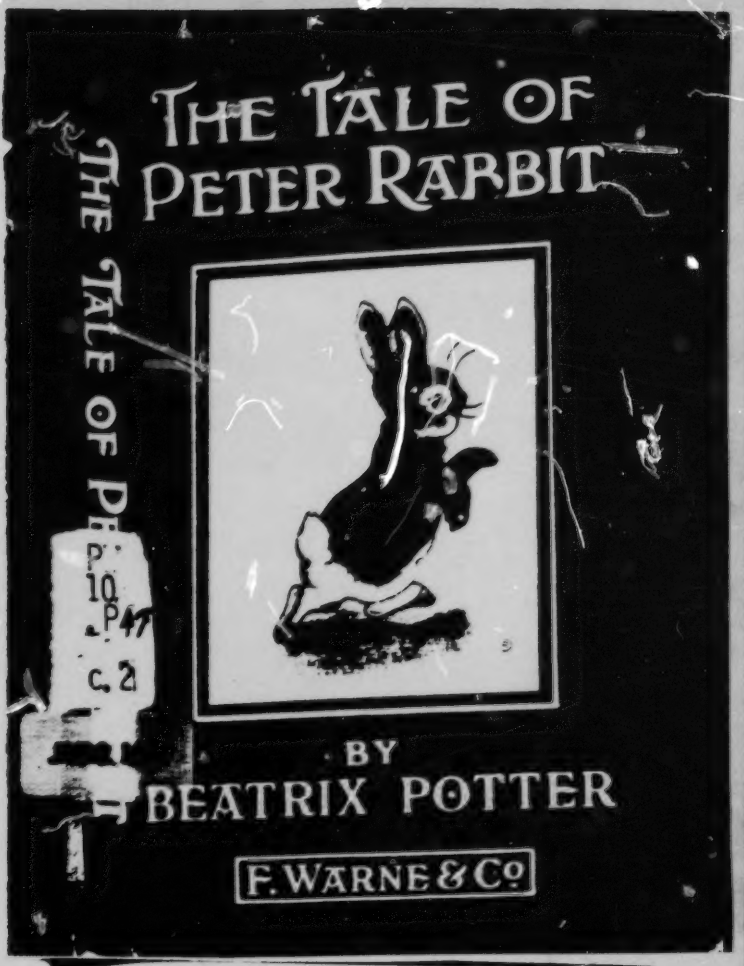

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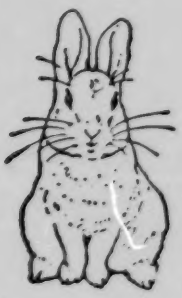
THE TALE OF PETER RABBIT

BY

BEATRIX POTTER



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DISCHARGE

E. Wand OCR Label

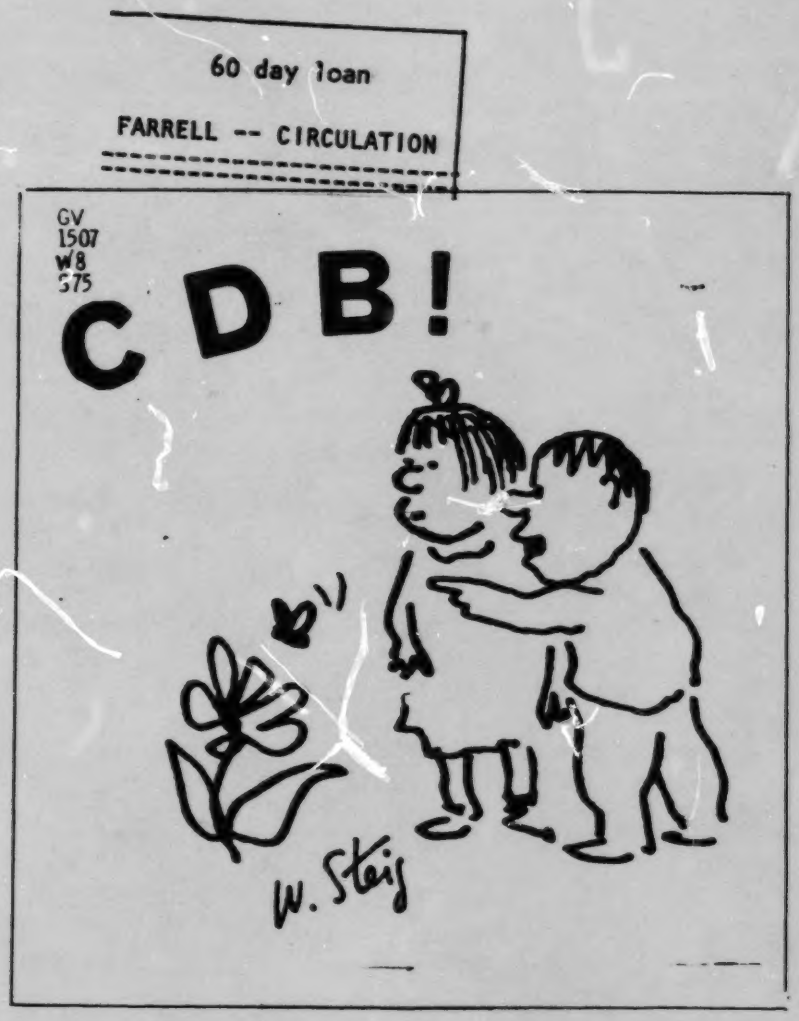
Screen Responses:

PROBLEM BOOK -- VERIFY...
or
GIVE TO STAFF-- VERIFY...

CR TO CONTINUE

Action Required:

1. Write note: "Prob. Book-- verify..." and put in book.
2. CR
3. Place book with note on the table marked for problem books.



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GV
1507
W8
S75

C D B!

BEST COPY AVAILABLE

GV
1507
W8
S75

To Lizzie, Lewis and Maggie

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New York, New York 10020

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SBN 671-65023-8 Library
Library of Congress Catalog Card Number: 80-25755
Manufactured in the United States of America

11 12 13 14 15 16 17 18 19 20

C D B!

D B S A B-Z B.

O, S N-D!

14a

DISCHARGE

F. Wand OCR label

Screen Response:

THIS ITEM OVERDUE PID _____
CR TO CONTINUE

Action Required:

1. Pull date due slip
2. CR
3. Put book on truck for Sorting

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DISCHARGE 8 – Yellow
22

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DISCHARGE

G. Wand OCR label

Screen Responses:

ITEM NOT CHARGED

Action Required:

1. CR to continue
2. Put item on the wood chair (the hold area for items which must be discharged manually from pre-ALIS file.)

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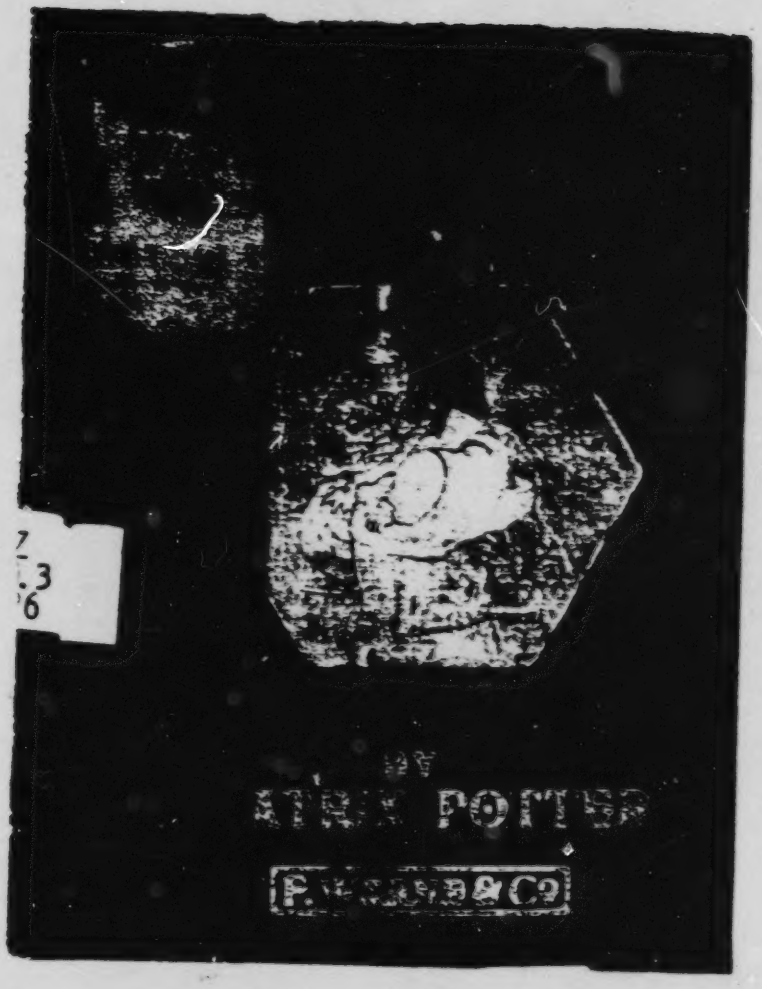

DISCHARGE 9

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THE TALE OF

MRS. TITTLEMOUSE

BY

BEATRIX POTTER

Author of
"The Tale of Peter Rabbit,"

FREDERICK WARNE & CO., INC.
NEW YORK

25

DISCHARGE

H. Wand OCR label

Screen Response:

CAUTION! ITEM REPORTED: LOST
PID: _____
DO YOU WISH TO DISCHARGE? (Y/N)

ENTER PASSWORD OR CR TO CONTINUE

ITEM NOT DISCHARGED? DO YOU
WISH TO DISCHARGE? Y//

Action Required:

1. Write "Lost--PID#_____" on note card & put into book.
2. Enter: Y (CR)
3. Enter: STU123 (CR) (note: if you do not enter the password the item is NOT discharged!!)
4. CR
5. Lay book with note on problem book table.

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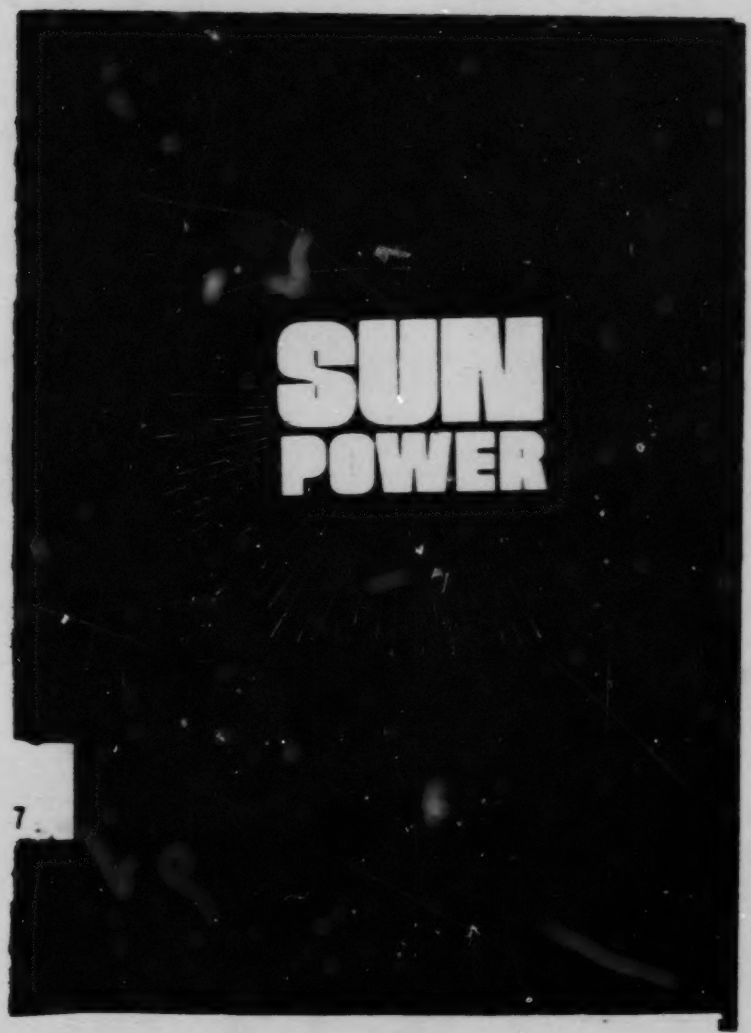

DISCHARGE 10

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SUN POWER

A11204 873139

The story of solar energy

Madeleine Yates

line illustrations by
J.S. Laughbaum

27

Abingdon
Nashville

DISCHARGE

1. Wand OCR label

Screen Responses:	Action Required:
ITEM NOT CHARGED CR TO CONTINUE	1. Enter (CR) 2. Enter: (CR)
ITEM CHECKED IN	3. Enter: (CR) 4. Put item on truck for Sorting

NOTE: This is a book that belongs to our library but was returned by the patron to one of the other Branch libraries. They discharged the book. Since the book does not belong in their library, the computer automatically sets its status as "In Transit". Now that we have checked it in, the computer is telling us the "in transit" status has been removed, i.e. the "item checked in" to the library in which it belongs.

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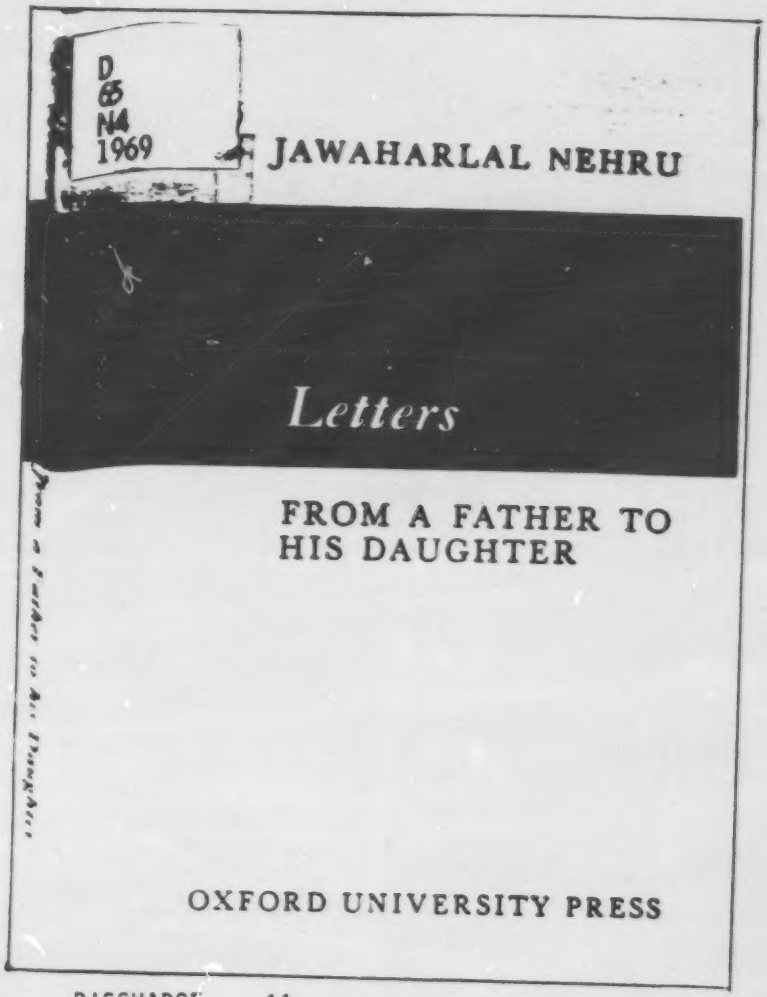

DISCHARGE 11

D
65
N4
1969

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JAWAHARLAL NEHRU

Letters

FROM A FATHER TO HIS DAUGHTER

OXFORD UNIVERSITY PRESS

Letters

FROM A FATHER
TO HIS DAUGHTER ★ BEING
A BRIEF ACCOUNT OF THE EARLY DAYS
OF THE WORLD WRITTEN FOR CHILDREN

Jawaharlal Nehru

OXFORD
UNIVERSITY
PRESS

J. The material does NOT have an OCR label.

1. Pull carbon of charge slip up so it shows out of book.
2. Place item on wood chair for manual discharging later. If a faculty member has had the book, the carbon helps insure that person gets proper credit for returning it.

DISCHARGE 12

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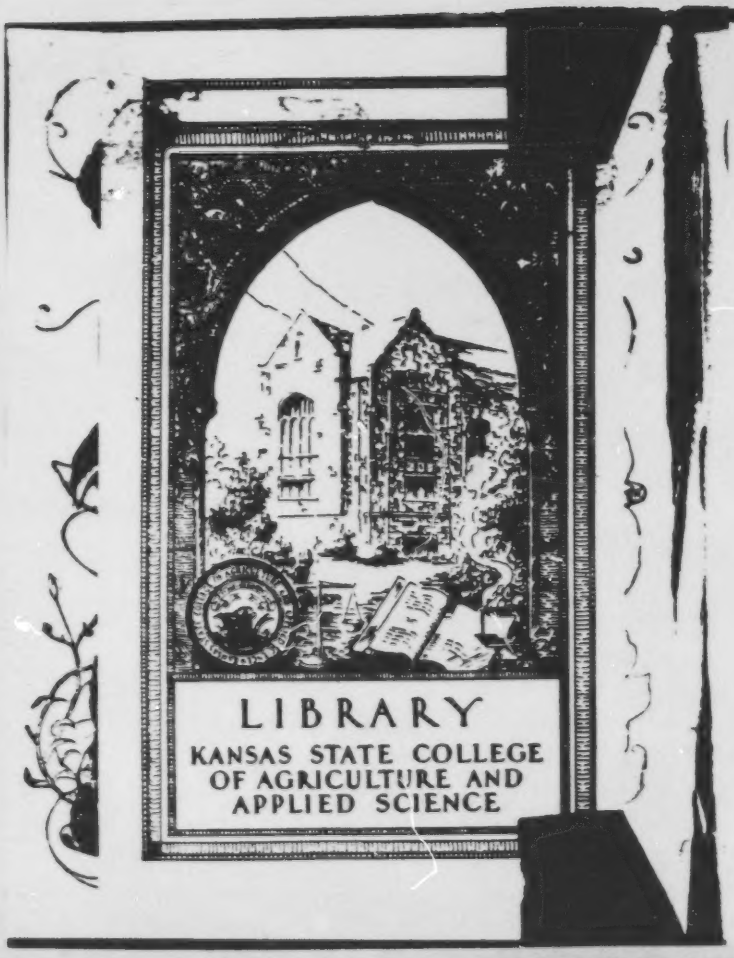
BEST COPY AVAILABLE



THE TALE OF TOM KITTEN

BY

BEATRIX POTTER

AUTHOR OF "THE TALE OF PETER RABBIT," &C.

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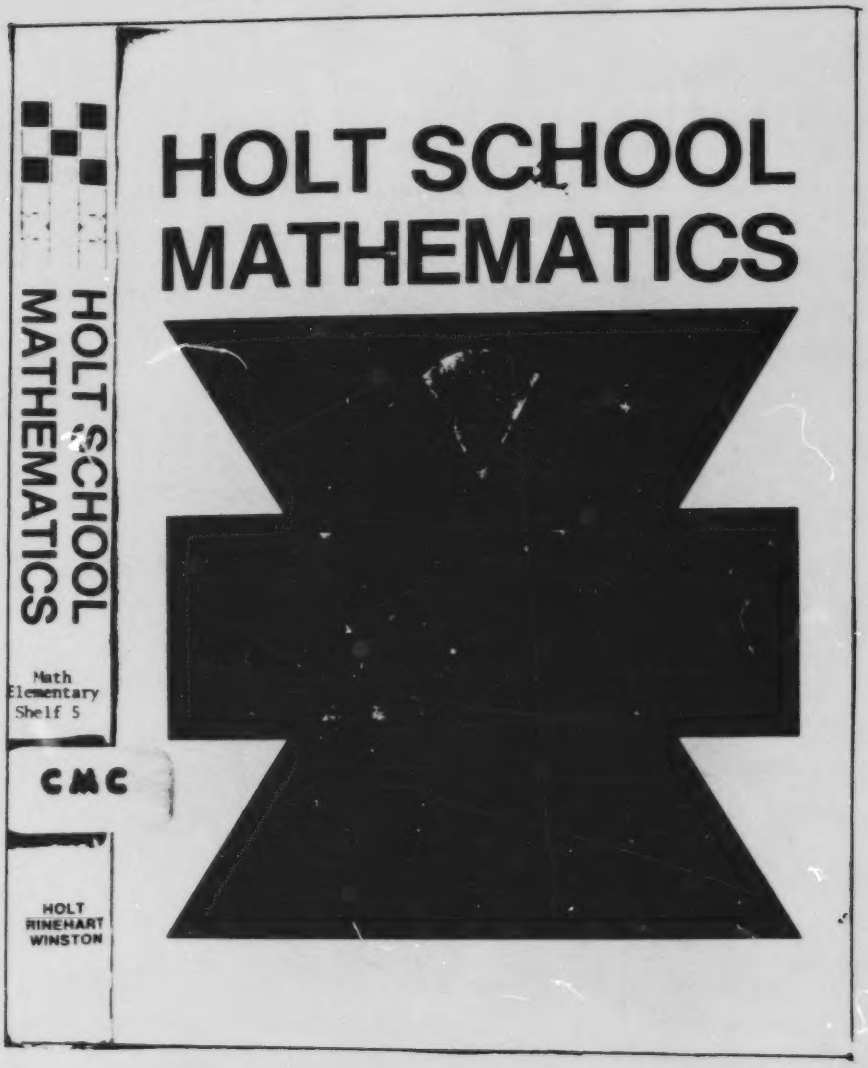
NEW YORK

DISCHARGE

K. Material has CMC label. May or may not have OCR book label.

1. Put note with material giving date of return. Sign note.
2. Place material, with note visible, on wood truck that sets under the chalkboard. (Staff from A-V will pick it up.)



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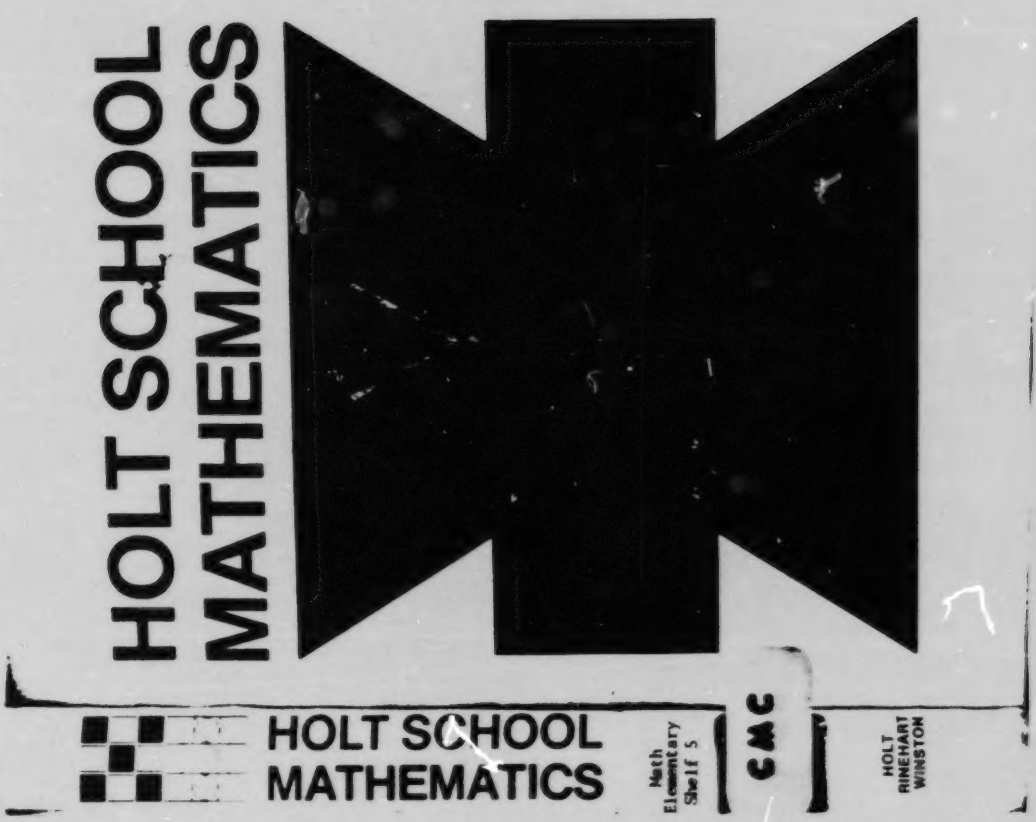

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THIS BOOK IS THE PROPERTY OF:

STATE
PROVINCE
COUNTY
PARISH
SCHOOL DISTRICT
OTHER

Book No.
Enter information in spaces to the left as instructed

ISSUED TO	Year Used	CONDITION ISSUED	CONDITION RETURNED

PUPILS to whom this textbook is loaned must not write on any page or mark any part of it in any way, consumable textbooks excepted.

1. Teacher should see that the pupil's name is clearly written in the spaces above for every book issued.
2. The following terms should be used in describing the condition of the book: New, Good, Fair, Poor, Bad.

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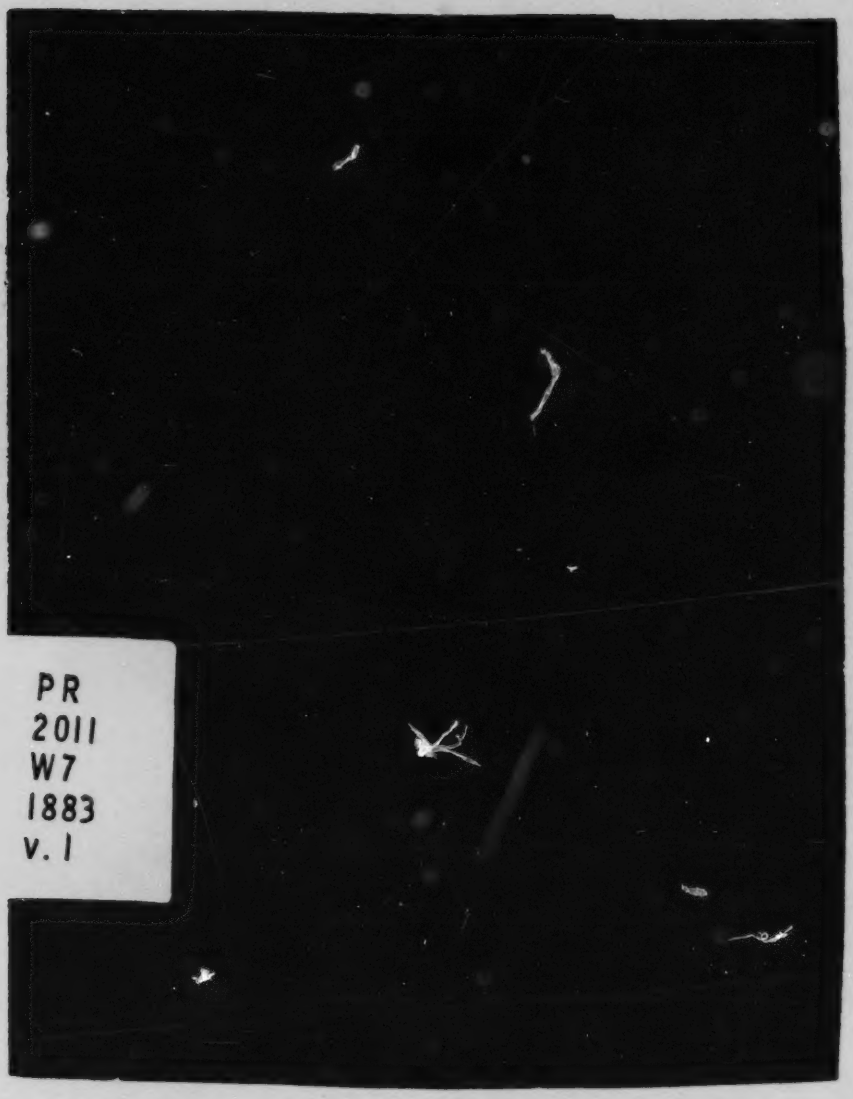
DISCHARGE

L. Non-converted item that shows NO TITLE INFORMATION on screen

Screen responses:	Action required:
ITEM NOT CONVERTED	CR to continue
NO TITLE information displayed	Put note in book & lay book on Problem Book table.



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THE VISION AND CREED

OF

IERS PLOUGHMAN.

EDITED,

FROM A CONTEMPORARY MANUSCRIPT,

WITH A HISTORICAL INTRODUCTION,

NOTES, AND A GLOSSARY,

BY THOMAS WRIGHT, M.A. F.S.A. &c.

Corresponding Member of the Imperial Institute of France,
Académie des Inscriptions et Belles-Lettres.

William Langland

IN TWO VOLUMES.

VOL. I.

SECOND AND REVISED EDITION.

LONDON:
REEVES AND TURNER, 196 STRAND.
1883.

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CIRCULATION Student Assistants---

Instructions-

1) Fill in the following information

Date _____

Time _____ a.m. p.m.

Your name _____

Circle one: INside Bookdrop

OUTside Bookdrop

2) Place rubber band around this sheet and material

3) Take to Reserves immediately or notify them to pick up this material as soon as possible (phone-ext. 26)

BEST COPY AVAILABLE

RESERVES Student Assistants---

Instructions-

1) Fill in the following informat

Call Number _____

Author _____

Title _____

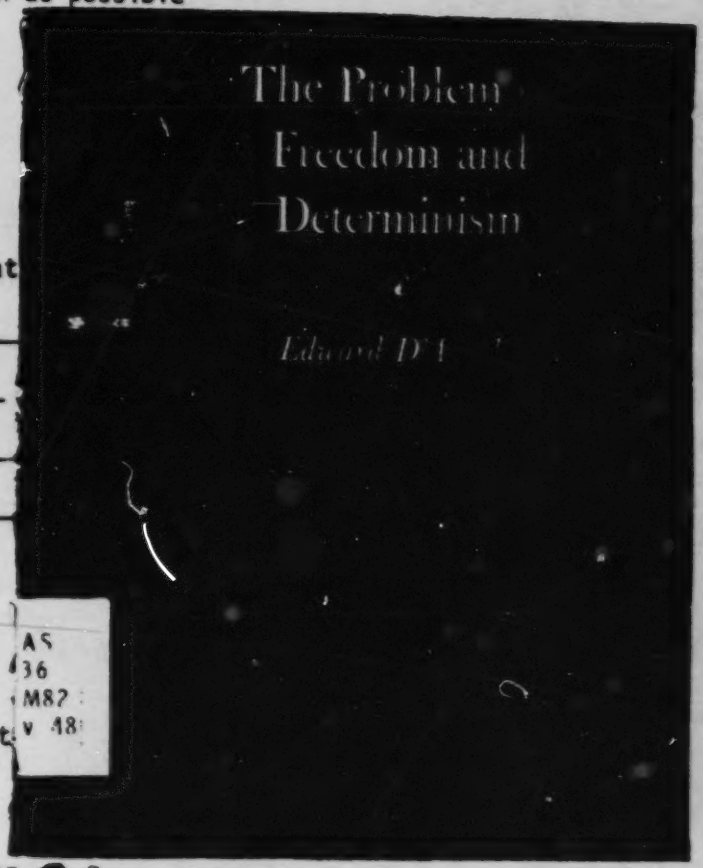
Date _____

Time _____ a.m. p.m.

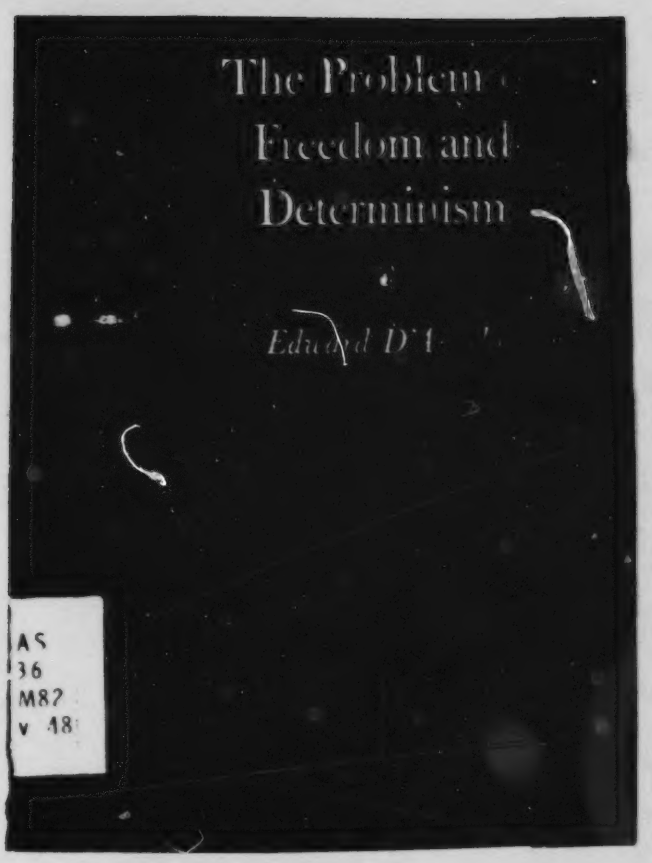
Your initials _____

2) Shelve material

3) Attach pink slip to this sheet
Laura will be responsible for



DISCHARGE 15



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AS
36
M82
v 48

A11204 673993

THE PROBLEM OF FREEDOM AND DETERMINISM

by

Edward D'Angelo

University of Missouri Studies Volume XLVIII
University of Missouri Press
Columbia · Missouri

DISCHARGE - SELF-TEST

1. Discharge each of the "books" in the pocket.
2. Lay out location cards from lower pocket.
3. Sort onto the appropriate location card as you discharge.
   NOTE: There is a label on the back of each "book" which has the same letter on it as the corresponding instruction page you just finished going through. Check back if you do not remember how to do something.
4. When training session is completed, Log Off system. Ask before turning power off.

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"ITEMS" TO BE DISCHARGED

Lay these location cards out. Place each discharged "book" onto the card that correctly represents what should be done with the item.

FOR NOTES

Not Due:
8/22/84
9/4

Hogrogian · Handmade secret hidi
TH
149
H63

D-8 overdue Book

yellow

Handmade Secret Hiding Places

A11204 873278

BEST COPY AVAILABLE

Handmade Secret Hiding Places
by Nonny Hogrogian

The Overlook Press · Woodstock, New York
The Bookstore Press · Lenox, Massachusetts

PZ
10.3
P47
Tal

FZ
10.3
P47
Tal

D-J Tarrel check in

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A11204 873155

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THE TAILOR OF GLOUCESTER

BY

BEATRIX POTTER

AUTHOR OF "THE TALE OF PETER RABBIT," &C.

"I'LL BE AT CHARGES FOR A LOOKING-GLASS:
AND ENTERTAIN A SCORE OR TWO OF TAILORS."
Richard III

COLLEGE OF AGRICULTURE AND APPLIED SCIENCE
LIBRARY
MANHATTAN
KANSAS

FREDERICK WARNE & CO., INC.
NEW YORK

PZ
10.3
P47
Tau5
c. 2

LE OF
O BAD MICE

LIT.

Book Note: Give to Staff
D-e Verify title

THE TALE OF TWO BAD MICE

By

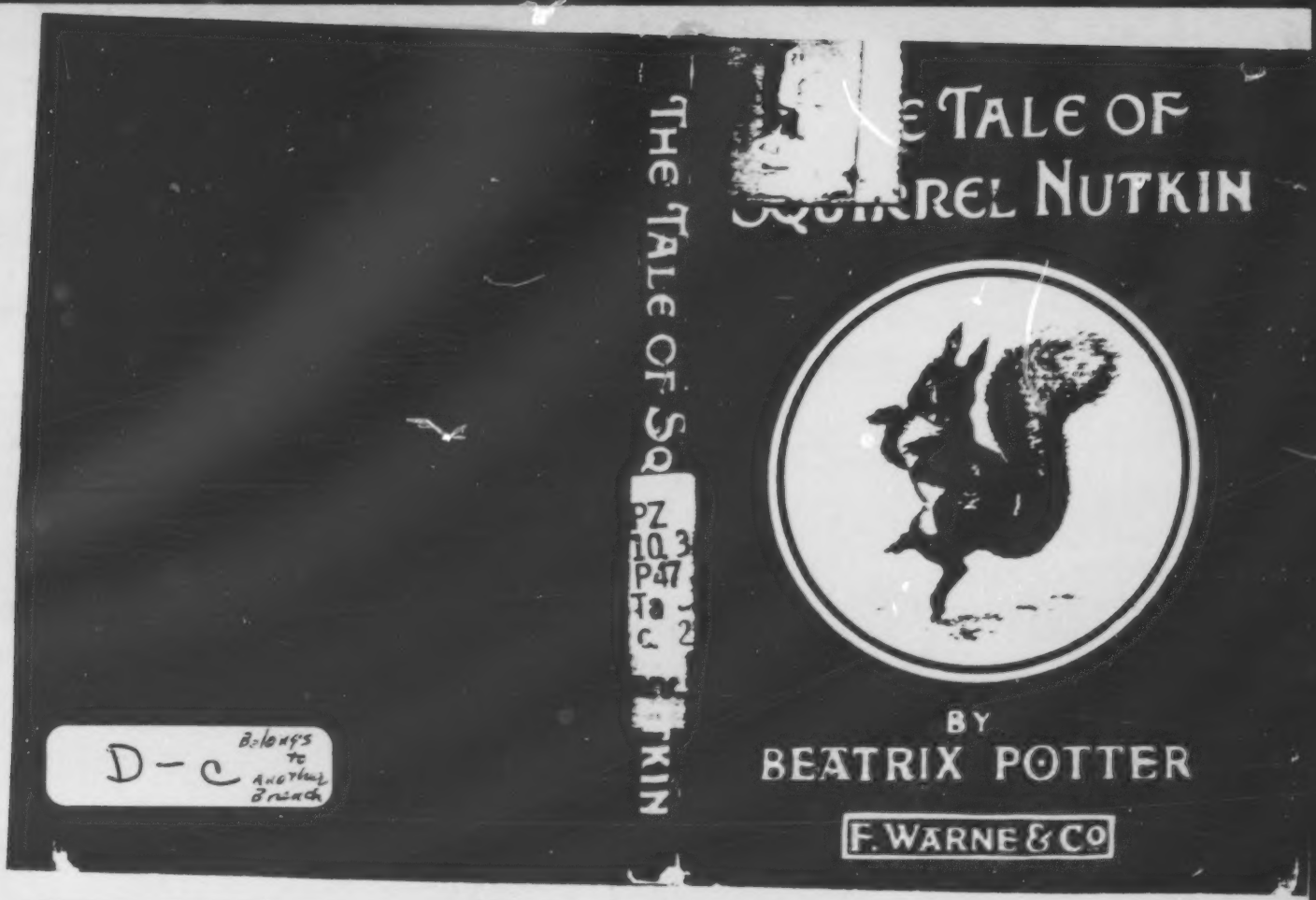
BEATRIX POTTER

Author of
"The Tale of Peter Rabbit" &c.

A11204 873325

BEST COPY AVAILABLE

FREDERICK WARNE & CO., INC.
NEW YORK



PZ 10.3 .P87 Tac 12
D-C Belongs to another Branch
KANSAS STATE UNIVERSITY LIBRARY MANHATTAN
A11204 873202
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THE TALE OF SQUIRREL NUTKIN

BY

BEATRIX POTTER

Author of
"The Tale of Peter Rabbit"

FREDERICK WARNE & CO., INC.
NEW YORK

D-d Disch Note Recall

THE TALE OF BEN

PZ 10.3 P47 T

NNY

TALE OF
MIN BUNNY

BY
BEATRIX POTTER

F. WARNE & Co

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THE TALE OF
BENJAMIN BUNNY

BY
BEATRIX POTTER

FREDERICK WARNE & Co

PZ
10.3
P47
T2

THE TALE OF TOD

PZ
10.3
P47
T2

D-h Reported Lost

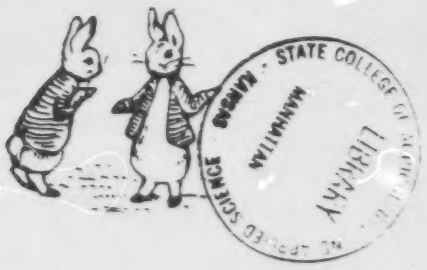
A11204 873090

THE TALE OF MR. TOD

BY

BEATRIX POTTER

AUTHOR OF "THE TALE OF PETER RABBIT," &C



FREDERICK WARNE & CO., INC.
NEW YORK

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PZ
10.3
P47
T2

COPYRIGHT, 1911
BY
FREDERICK WARNE & CO.

Copyright Renewed, 1939

THE TALE OF MR TOD

I HAVE made many books about well-behaved people. Now, for a change, I am going to make a story about two disagreeable people, called Tommy Brock and Mr. Tod.

Nobody could call Mr. Tod "nice." The rabbits could not bear him; they could smell him half a mile off. He was of a wandering habit and he had foxey whiskers; they never knew where he would be next.

BEST COPY AVAILABLE

PZ
10.3
P4

D-b Item NOT Counted

POTTER

F. WARNE & CO

A11204 873147

THE TALE OF MRS. TIGGY-WINKLE

BY

BEATRIX POTTER

Author of

"The Tale of Peter Rabbit," &c.

NEW YORK

FREDERICK WARNE & CO., LTD.

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P
10.3
.P4

COPYRIGHT, 1905
BY
FREDERICK WARNE & CO.

(Tale of Mrs. Tiggly-Winkle)

BEST COPY AVAILABLE

D-a Normal Disck converted FTRM

A11204 673082

THE TALE OF PIGLIN BLAND

BY

BEATRIX POTTER

AUTHOR OF "THE TALE OF PETER RABBIT," &C.

BEST COPY AVAILABLE

FREDERICK WARNE & CO., INC.
NEW YORK

PZ
10.3
.P4789

COPYRIGHT 1913
BY
FREDERICK WARNE & Co.

Copyright Renewed, 1941

THE TALE OF PIGLING BLAND

ONCE upon a time there was an old pig called Aunt Pettitoes. She had eight of a family; four little girl pigs, called Cross-patch, Suck-suck, Yock-yock and Spot;

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PR
1851
M6
1882
v. 6

D-13

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STATE
UNIVERSITY
LIBRARY
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A11205 015065

THE POETICAL WORKS OF GEOFFREY CHAUCER

EDITED BY RICHARD MORRIS LL.D.

Member of the Council of the Philological Society, Editor of "Specimens of Early English,"

&c., &c., &c.

WITH MEMOIR BY SIR HARRIS NICOLAS

VOL. VI.

LONDON
GEORGE BELL & SONS YORK STREET
COVENT GARDEN
1885

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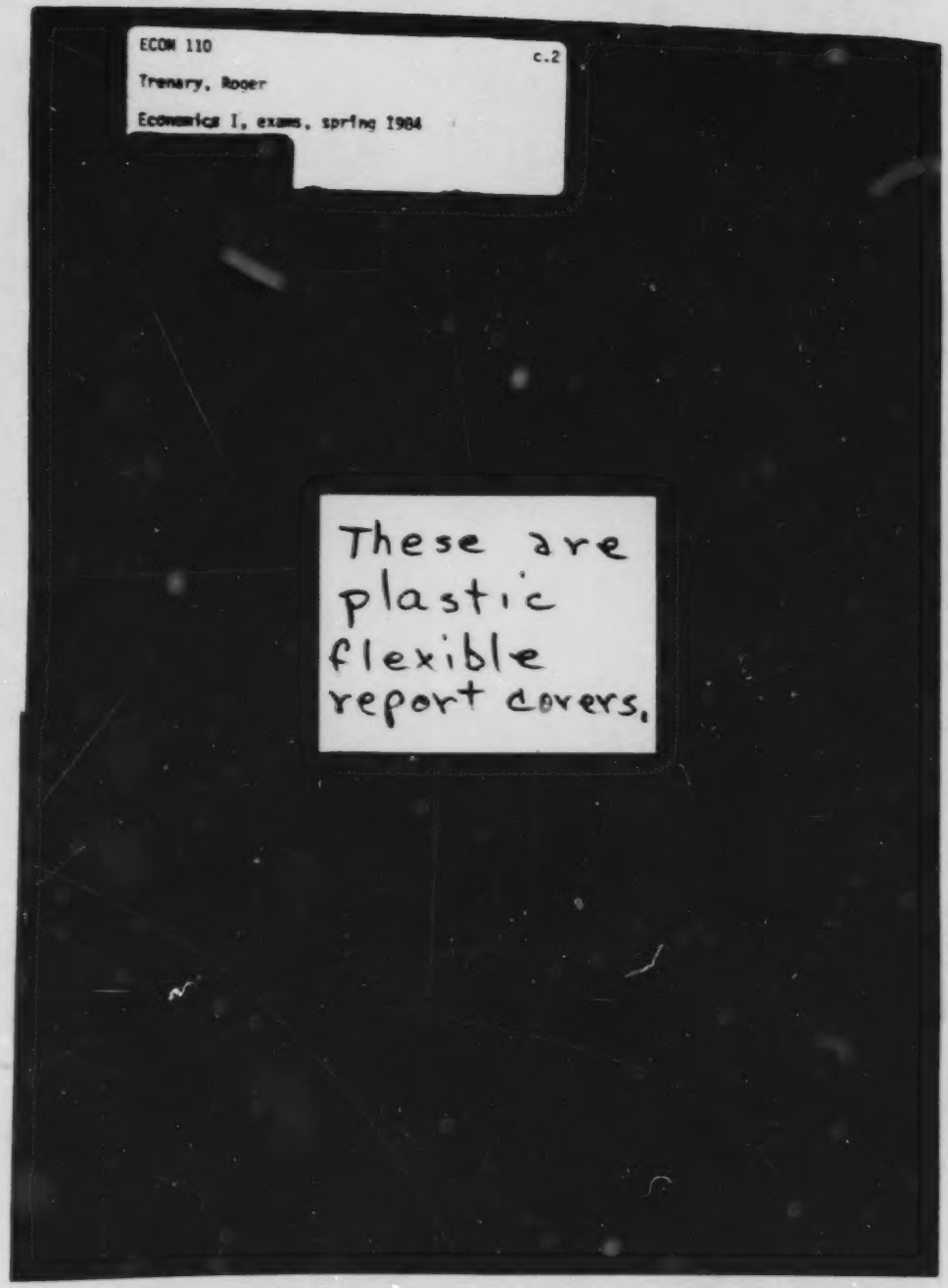

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RECALLED BOOKS TRUCK

WOODEN CHAIR

BOOK TRUCK FOR SORTING AREA

PROBLEM BOOK TABLE

TO PREPARE MANUAL FOR NEXT TRAINEE, DO THE FOLLOWING STEPS:

1. Be sure you are logged onto the system in TEST.

2. Check out the following to "CIRC". These labels may be wanded.

A11204 873260 A11204 873325 A11204 397743 A11204 873139

A11204 873090 A11204 873082 A11204 873[illegible] A11204 873147

A11204 873197 A11204 873210 A11205 015027 A11205 015085

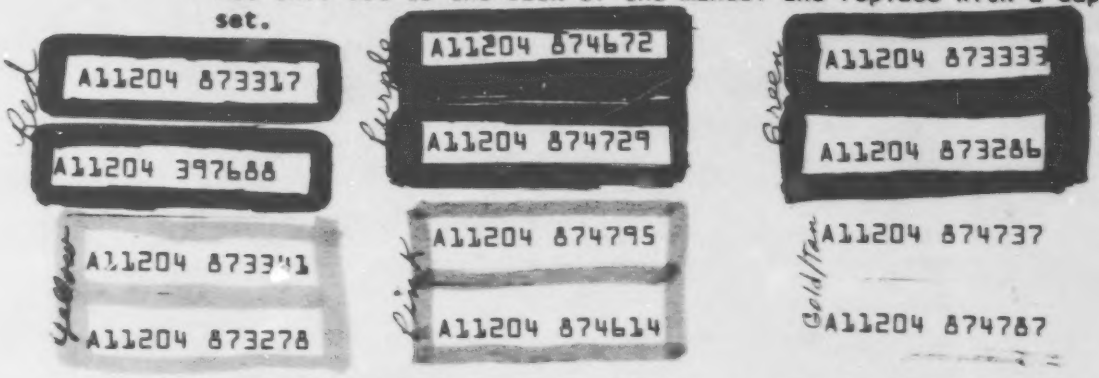
3. "Q" back to PLEASE ENTER PASSWORD and sign on for AR library.
   Check out to "CIRC": A11204 873202 A11204 873252

4. While still signed on for ARCHITECTURE library, discharge the following:

   A11204 873024 A11204 873155

5. Sign off the system for AR library and come back on for FARRELL.

6. In CHARGE, charge the following to CIRC--change loan date to TODAY's date.
   NOTE: Charge ONLY the color that was used in the session just concluded. Put this set to the back of the manual and replace with a duplicate set.



7. Go to ITEM MAINTENANCE and change field 9 to "LS" for the following:

   A11204 873090 A11204 873139

8. Remove any notes from the "books" that were inserted during the training session

9. Insert date due slips into "books" used on pages DISCHARGE-3, 4, 6, 7 & 8.

10. Insert date due slips into "books" for a, b, d, e, & f of Self-Test.
    Note: The last 2 "pages" of each "book" are taped together to form a pocket that will keep the date due slip from falling out.

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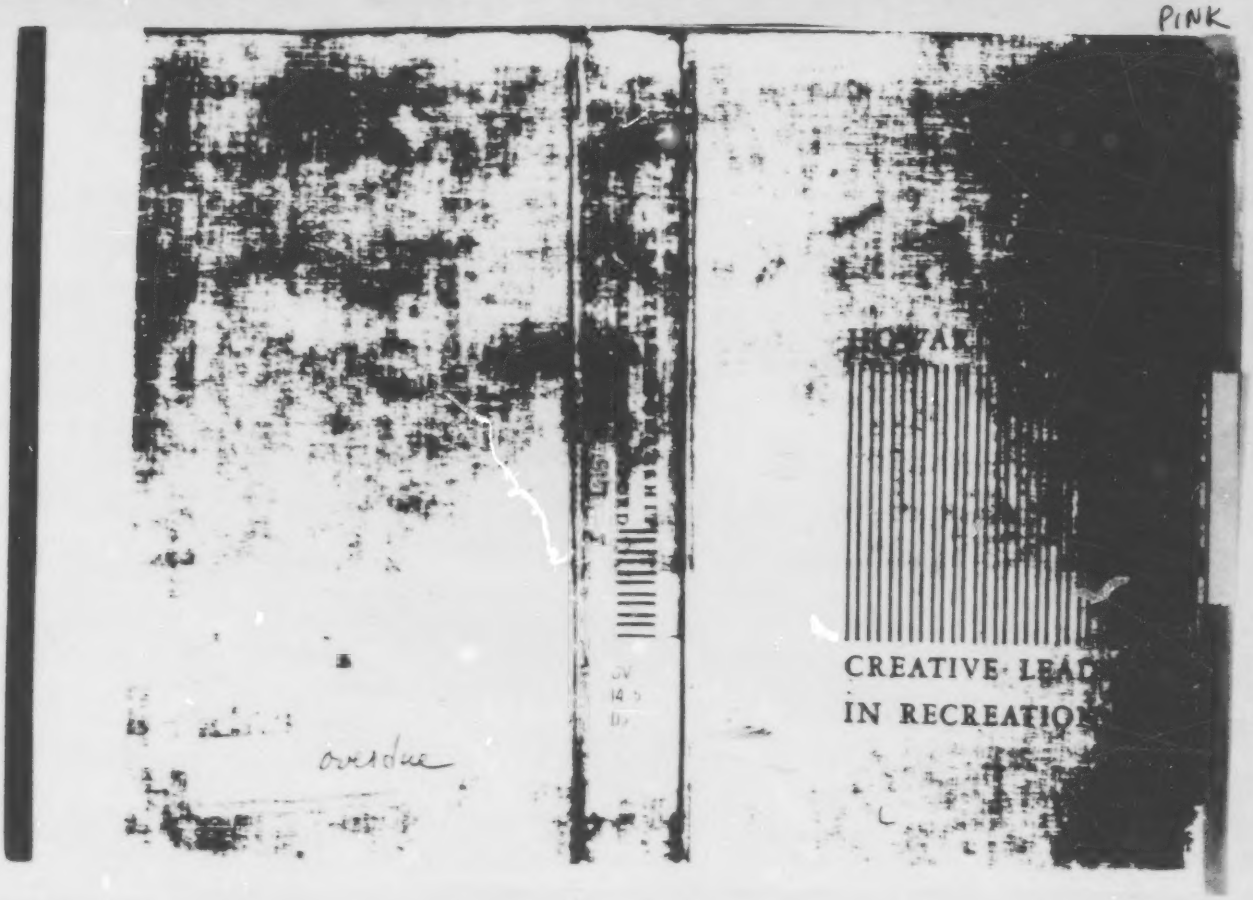
Extra "books" for DISCHARGE Self-Test are in the pocket below. Color-coded pages for the training session immediately follow this page. To explain, if Dicharge Page 8 is colored green in the upper right hand corner, then the book for the self-test should be the one with green on the identification label that is on the back of the item. Only one set is needed for each session.

NOTE: The set used in the training session just concluded should be moved into this section (after duly charging the material) and a new set from this section put into the training manual for the next student to work with.

It is prudent to check the due date--if material is charged out properly and the most recently used is put to the back, there should be no problem.

PINK



A11204 874614

HOWARD G. DANFORD
and
Colorado State College

CREATIVE LEADERSHIP IN RECREATION

Allyn
and
Bacon,
Boston

BEST COPY AVAILABLE

Red

A11204 397686

THE ROLY-POLY PUDDING

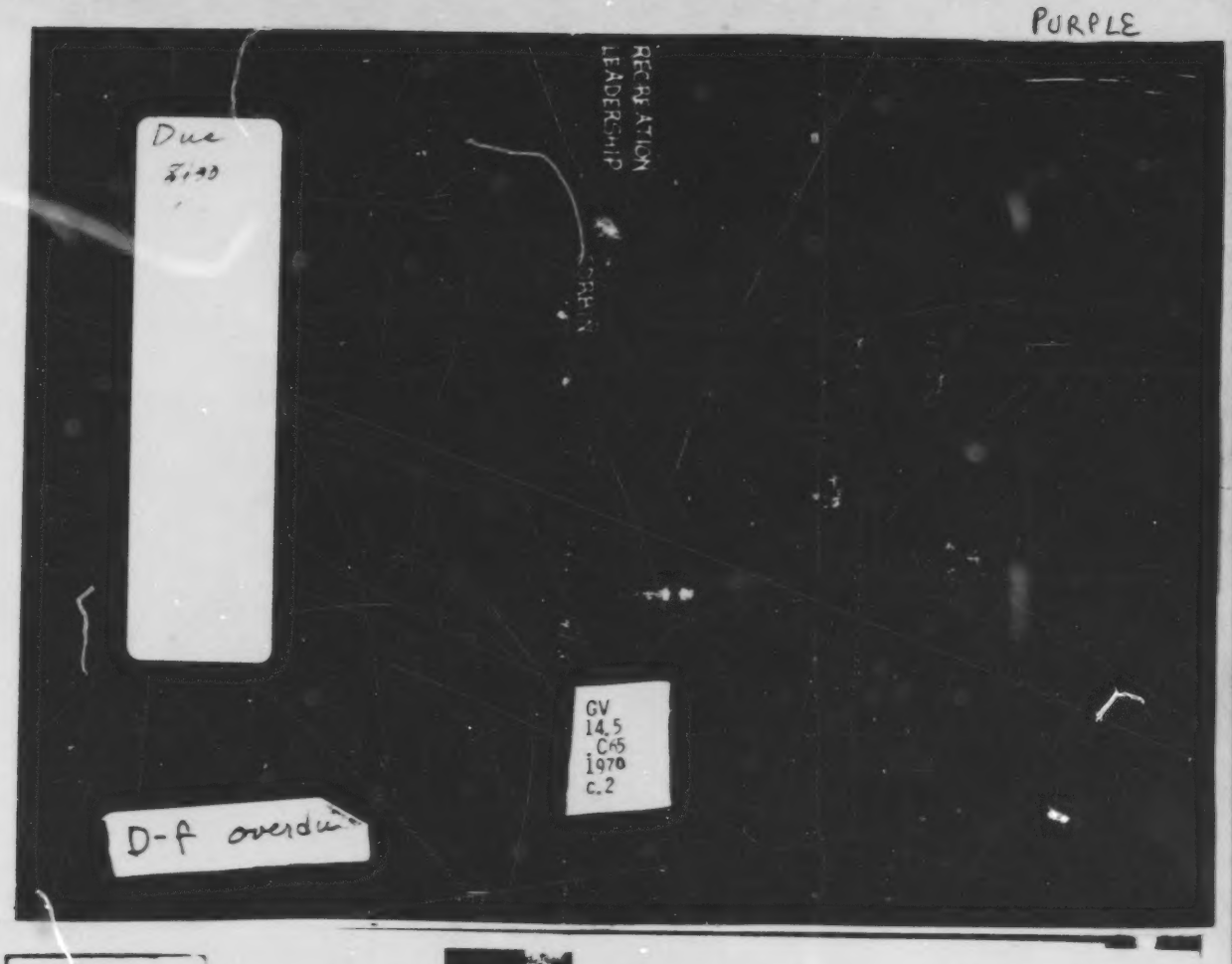
BY

BEATRIX POTTER

Author of
"THE TALE OF PETER RABBIT"

NEW YORK
FREDERICK WARNE & CO., LTD.

BEST COPY AVAILABLE



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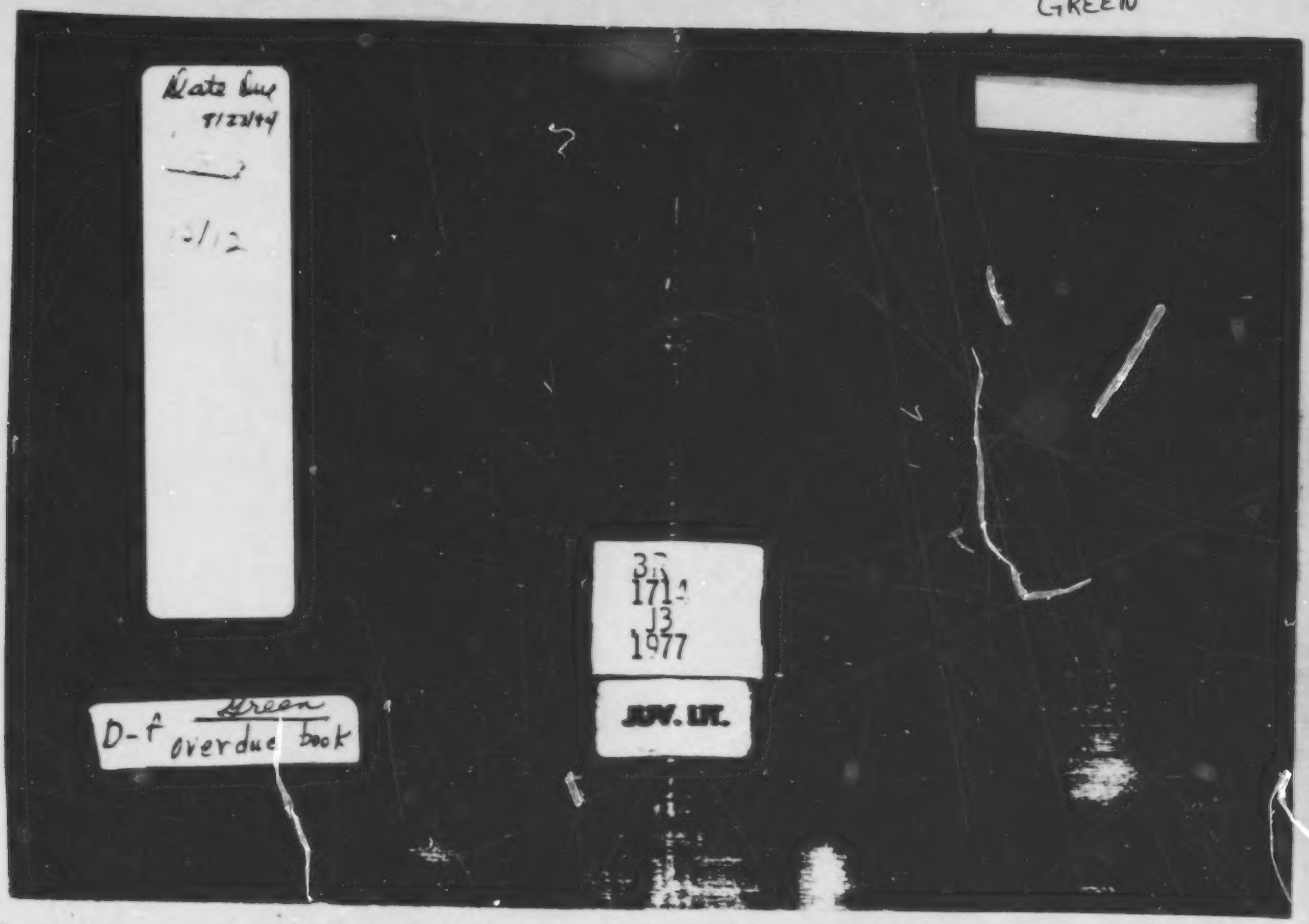
GREEN



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A Token for Children
by
James Janeway

with a preface for the Garland edition by
Robert Miner

The Holy Bible in Verse
by
Benjamin Harris

The History of The Holy Jesus

The School of Good Manners
by
Eleazar Moody

The Prodigal Daughter

with a preface for the Garland edition by
Elizabeth Williams

Garland Publishing, Inc.
New York & London
1977

KANSA[illegible]STATE
UNIV[illegible]CITY
LIB[illegible]RY
MANHATTAN

A11204 674737

Marketing and Promotion for Design Professionals

John Philip Bachner & Naresh Kumar Khosla

BEST COPY AVAILABLE

VAN NOSTRAND REINHOLD COMPANY
NEW YORK CINCINNATI ATLANTA DALLAS SAN FRANCISCO
LONDON TORONTO MELBOURNE

€2

DISCHARGE

F. Wand OCR label

Screen Response:

THIS ITEM OVERDUE PID _ _ _ _ _
CR TO CONTINUE

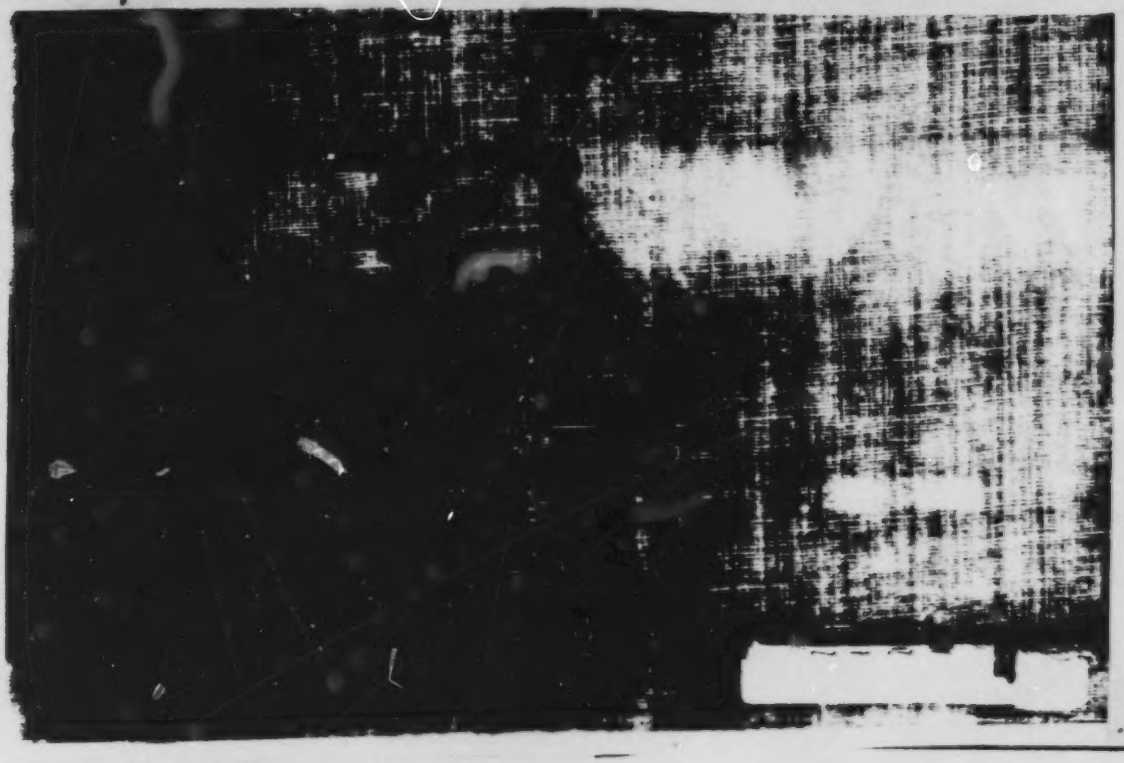
Action Required:

1. Pull date due slip

2. CR
3. Put book on truck for Sorting

DISCHARGE 8 – Green

BEST COPY AVAILABLE



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A11204 873333

MURRAY McCAIN

JOHN ALCORN

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Simon and Schuster New York
1962

DISCHARGE

F. Wand OCR label

Screen Response:

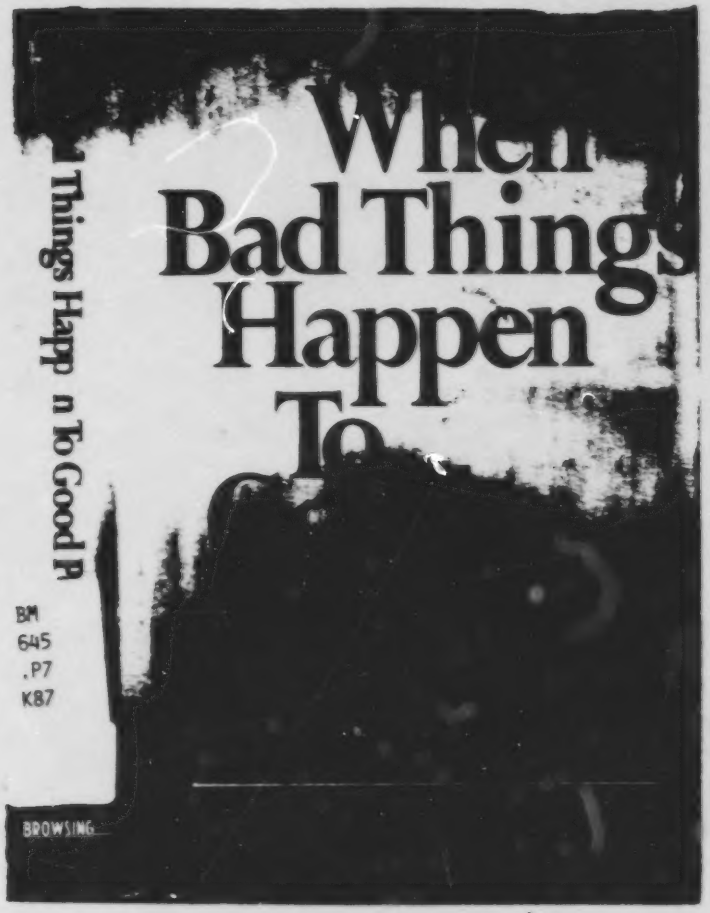
THIS ITEM OVERDUE PID _ _ _ _
CR TO CONTINUE

Action Required:

1. Pull date due slip
2. Record fine information (do so on sample sheet that follows this page.)
3. CR
4. Put book on truck for Sorting

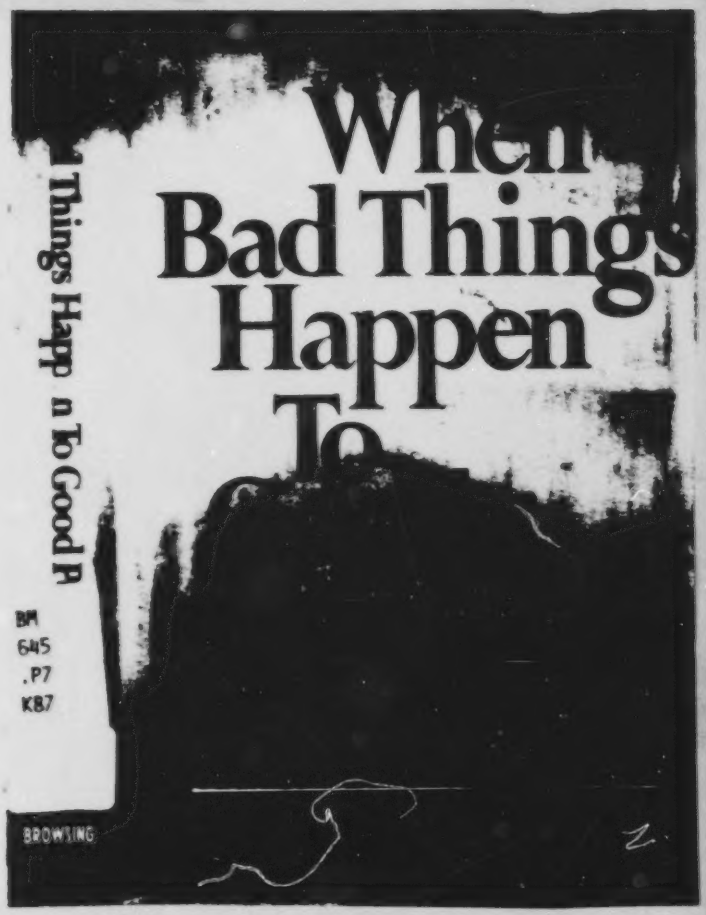
60 day loan

FARRELL -- CIRCULATION



DISCHARGE 8 - Pink

BEST COPY AVAILABLE



$10.95

When Bad Things Happen To Good People

Harold S. Kushner

When sorrow visits our home and makes us perplexed about our unworthy, the world, and God, Harold Kushner's compassionate and deeply moving book brings us renewed faith, comfort, and inspiration, and most of all, the promise that we are not alone in our pain.

Sidney Ames
Winner of the National Book Award
and past President of
the American Academy of Psychoanalysis

As a young theology student, Harold Kushner puzzled over the Book of Job. As a small town rabbi, he counseled other people through pain and grief. But not until he learned that his three-year-old son Aaron would die as his early years of a rare disease did he confront the most important and terrifying question a person will ever confront: Why do bad things happen to innocent people?

I knew then that one day I would write this book," recalls Kushner. "I would write it out of my own need to put into words some of the most important things I have

(continued on back flap)

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Harold S. Kushner

WHEN BAD THINGS HAPPEN TO GOOD PEOPLE

Schocken Books · New York

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DISCHARGE

F. Wand OCR label

Screen Response:

THIS ITEM OVERDUE PID
CR TO CONTINUE _ _ _ _

Action Required:

1. Pull date due slip
2. Record fine information (do so on sample sheet that follows this page.)
3. CR
4. Put book on truck for Sorting

DISCHARGE 8 - Red

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PS
1111
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T56

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LIBRARY
MANHATTAN

A11204 873317

THE TALE OF PIGLING BLAND

BY

BEATRIX POTTER

Author of
"The Tale of Peter Rabbit," etc.

FREDERICK WARNE & CO., INC.
NEW YORK

DISCHARGE

F. Wand OCR label

Screen Response:

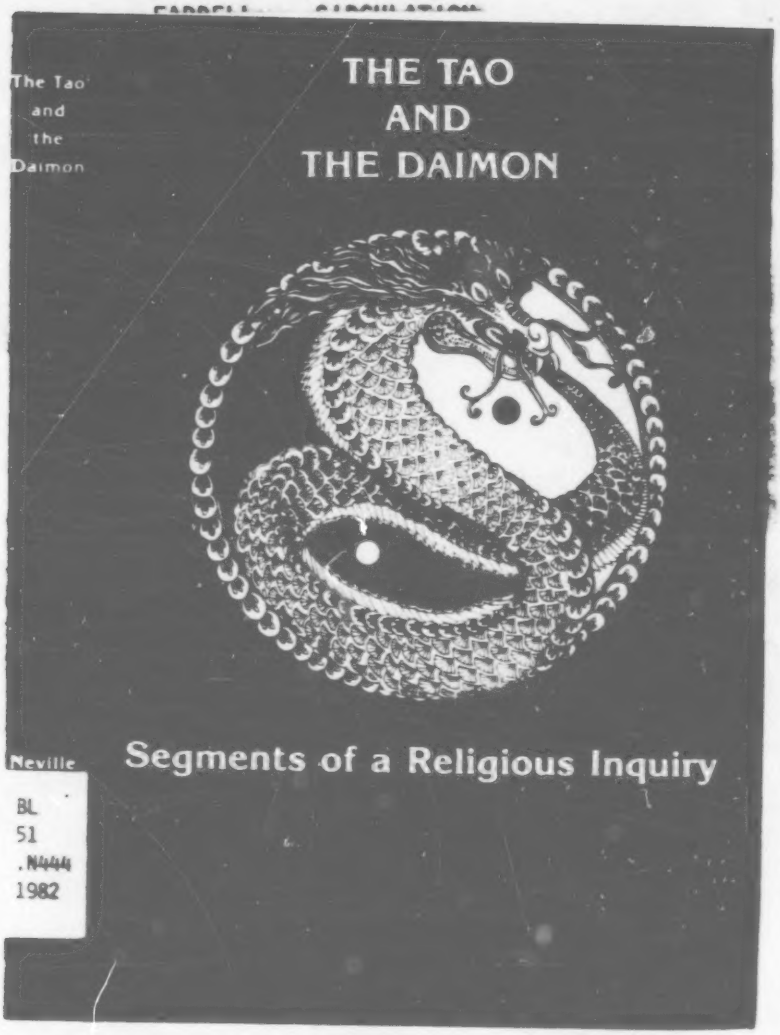
THIS ITEM OVERDUE PID _ _ _ _
CR TO CONTINUE

Action Required:

1. Pull date due slip
2. Record fine information (do so on sample sheet that follows this page.)
3. CR
4. Put book on truck for Sorting

---

60 day loan



DISCHARGE 8 - Gold/Tan

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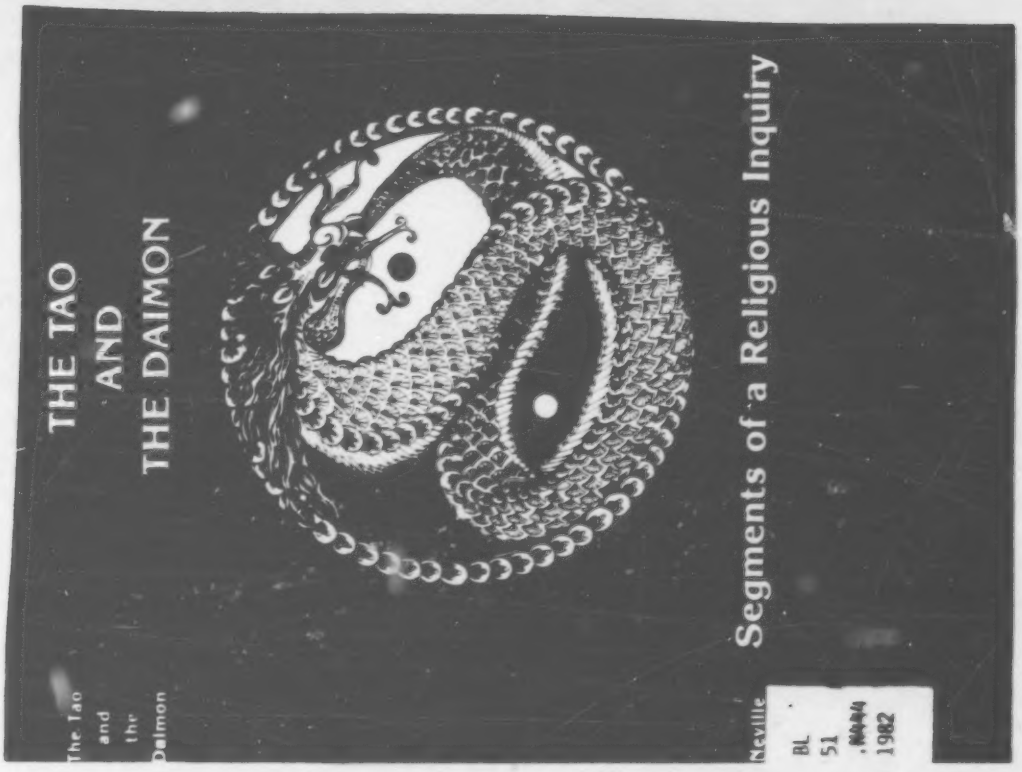

BL 51 .N444 1982

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The Tao and the Daimon

Segments of a Religious Inquiry

Robert C. Neville
STATE UNIVERSITY OF NEW YORK AT STONY BROOK

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State University of New York Press • Albany

DISCHARGE

F. Wand OCR label

Screen Response:

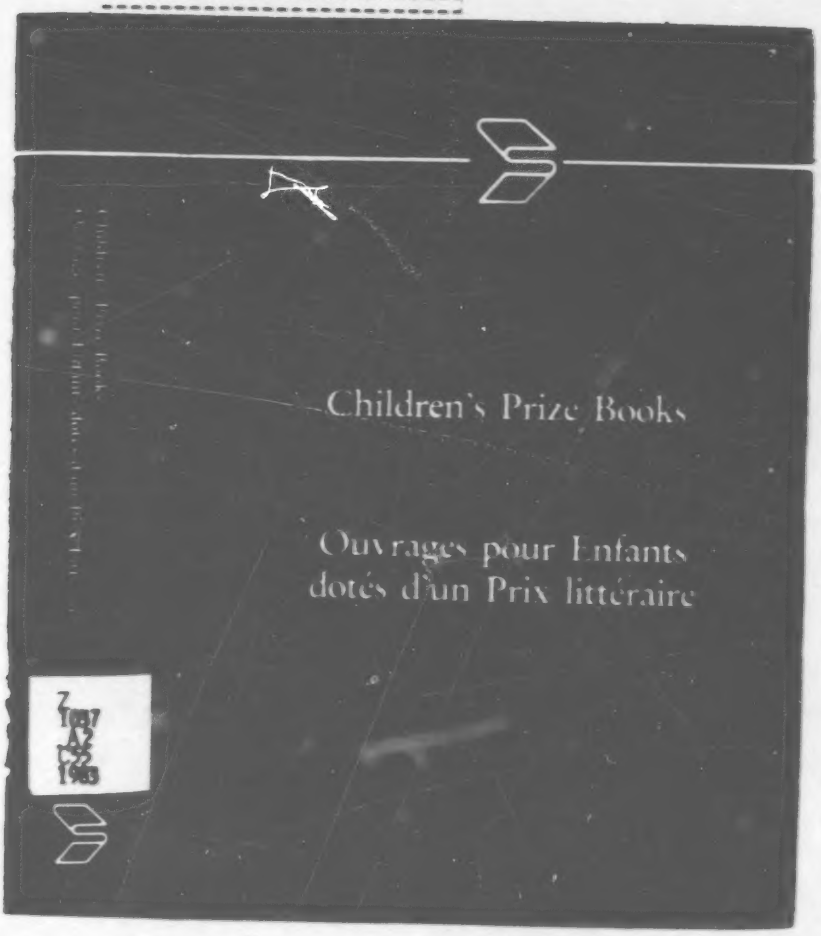
THIS ITEM OVERDUE PID _ _ _ _
CR TO CONTINUE

Action Required:

1. Pull date due slip
2. Record fine information (do so on sample sheet that follows this page.)
3. CR
4. Put book on truck for Sorting

30 day loan

FARRELL -- CIRCULATION



DISCHARGE 8 — Purple

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Children's Prize Books
An international listing of
193 children's literature prizes

Preisgekrönte Kinderbücher
Ein internationales Verzeichnis von
193 Kinderbuchpreisen

Ouvrages pour Enfants
dotés d'un Prix littéraire
Un répertoire international comprenant
193 prix

Edited by / Herausgegeben von / Edité par
Jess R. Moransee

With an introduction by / Mit einer Einführung von
Avec un avant-propos par
Walter Scherf

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K·G·Saur München·New York·London·Paris 1988

CHARGES

The Charge function creates a link in the computer data base between a specific item and a specific patron. This is accomplished by "reading" a patron's PID into the computer, followed by reading the item ID number, then "sending" the transaction so it is stored in the computer.

Before one can successfully check out materials, it is important to recognize the various types of materials we handle. There are photocopies of these types on the following pages. Study each sample, then work through the self-test on media types. The last part of the section provides some simulated check-outs. Follow the directions, then have a staff person check your work.

BEST COPY AVAILABLE

Identifying Media Types

Study the examples on the following pages. Read carefully the characteristics that identify them as a particular type of media.

Table of Contents

1. Monograph (MONO)
2. Monograph - multiple volumes (MONO)
3. Monograph - special locations (MONO)
4. Periodical - current issues (PER)
5. Periodical - stacks issues (PER)
6. Periodical - bound volume (PER)
7. Periodical - bound volume pre-1960 (60PER)
8. Document (MONO)
9. Document - Periodical (PER)
10. Serial - single issue (SER)
11. Serial - bound volume (SER)
12. CMC Material
13. Thesis, Master's Reports. Dissertations (MONO)

Notice on the charge slip below you will be asked to distinguish between each type of material as you fill out the slip. Both the media type and any special locations must be circled.

PLEASE PRINT CLEARLY

Call Number

OCR#: _____

Title _____
(Do not abbreviate)

Vol. _____

Year _____

_____
parts/months, etc.)

Copy # _____

Library Use Only

Media Type
(circle one)

PER MAP
60PER MONO
SER
other

Location Code
(circle one)

ST PO
BR MC
DC DC-MA
JUVLIT

Patron OCR#: _____

Date: _____

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Monograph: one complete thing from beginning to end.
Circulates: 30 day UGR, 60 day GR, 120 day FAC

Sharma

INDIAN SOCIALISM

Z
7165
16
S5

VIKAS

ST COPY AVAILABLE

75
37

Monograph- one complete thing that was lengthy enough that it needed more than one volume. Circulates 30, 60, and 120 days.

Z
7165
16
F38
v.1

BEST COPY AVAILABLE

Monographs- NOTE: The special location stickers. Circulates 30, 60, and 90 days. If this is the 1st circulation, the location code must be changed.

The correct codes are posted on the terminals.

Williams

History of the Negro Race in America

E
185
W7
1968
v. 1
MINORITIES COLLECTION

TOUCHSTONE

DS
559.5
.V36
1983
c. 2
JUV. LIT.

BEST COPY AVAILABLE

Serial- bound collection, issued on an irregular basis or annually. Circulates 30, 60, and 120 days.

HARVARD
UNIVERSITY
PEABODY
MUSEUM OF
AMERICAN
ARCHAEOLOGY
AND
ETHNOLOGY

PAPERS

6-7

E
51
E355

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78

57

Thesis- these and the Masters Reports and Dissertations circulate as a regular monograph. No location code change is required. Circulates 30, 60 120 days.

EDMUNDSON

LD 2668 T4 1967 E242 c.2

USE OF COLOR PHOTOMICROGRAPHICS TO COMPARE UNSTAINED AND STAINED CROSS SECTIONS OF NYLON FABRIC BEFORE AND AFTER ABRASION

BEST COPY AVAILABLE

BY

B. EDMUNDSON

COPY AVAILABLE

37 79

Current Issues- any items with a PR code. DO NOT CIRCULATE. Hand carry back to Periodicals Reading Room, they are not supposed to leave the room.

TX
341
N83
29/5

PRG

MAY 1984 VOL. 29 NO. 5
ISSN 0029-6635

NUTRITION REPORTS INTERNATIONAL

ANTHONY A. ALBANESE, Ph.D.
Editor-in-Chief

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Published GERONTX INC. LOS ALTOS (CALIF.)

HC
101
C47
C.3
2844

where families can get help... tax tips... inexpensive boats

THE KIPLINGER SERVICE FOR FAMILIES

Changing Times

APRIL 1976

RECEIVED
APR 5 1976
THE LIBRARY
KANSAS STATE UNIVERSITY

Getting what you pay for in home-study courses

How money market funds are doing now

Your house need new siding?

The dangers in sports for kids

Job-hunting hang-ups & how to cure them

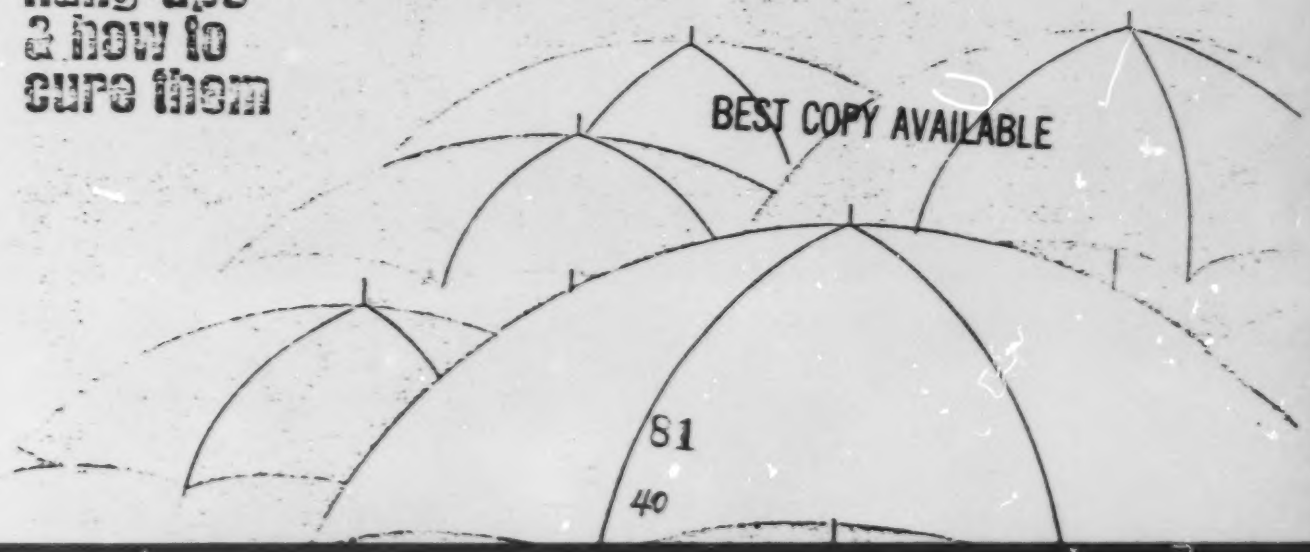
Big-spending colleges

Newest bus journeys in package tours

Don't let the credit pushers trap you!

Periodical- single issue, what you would commonly think of as a magazine, is issued on a regular basis more frequently than once a year.

NOTE: The code written in the upper right hand corner is not a "PR", so this is from the stacks and may circulate. Circulates 7 days- all patron types.



BEST COPY AVAILABLE

Periodical- bound volume, several single issues bound together, 1960 or more recent. Circulates 7 days.

ATLANTIC
MONTHLY

229

ST COPY AVAILABLE

JAN.-JUNE
1972

AP
2
A8

82 41

60 PER- bound volumes; [illegible]
issues bound together, [illegible]
1960. Circulates 30, 60, and 120 days.

GEORGIA
REVIEW

VOL. 6

1952

AP
2
G375

BEST COPY AVAILABLE

83
42

55.12
80-3

Document- Does not have LC call #, can be bound or unbound, stamped Document. Media type and location codes must be entered with the 1st circulation-

see the codes posted on the terminals. Circulates 30, 60, and 120 days.

DOC
MAR 26 1980
FAHR
KANSAS STATE UNIVERSITY

The Federal Plan for Meteorological Services And Supporting Research

BEST COPY AVAILABLE

FISCAL YEAR 1981

FEDERAL COORDINATOR FOR METEOROLOGICAL SERVICES AND SUPPORTING RESEARCH

FCM 80-3

U.S. DEPARTMENT OF COMMERCE/National Oceanic and Atmospheric Administration

43
84

Document Periodical- single issues don't circulate. (They have a DOC PER sticker
Bound volumes circulate 7 days.

U.S. ARMY AVIATION DIGEST

24

1978

Document
D
101.47

ST COPY AVAILABLE

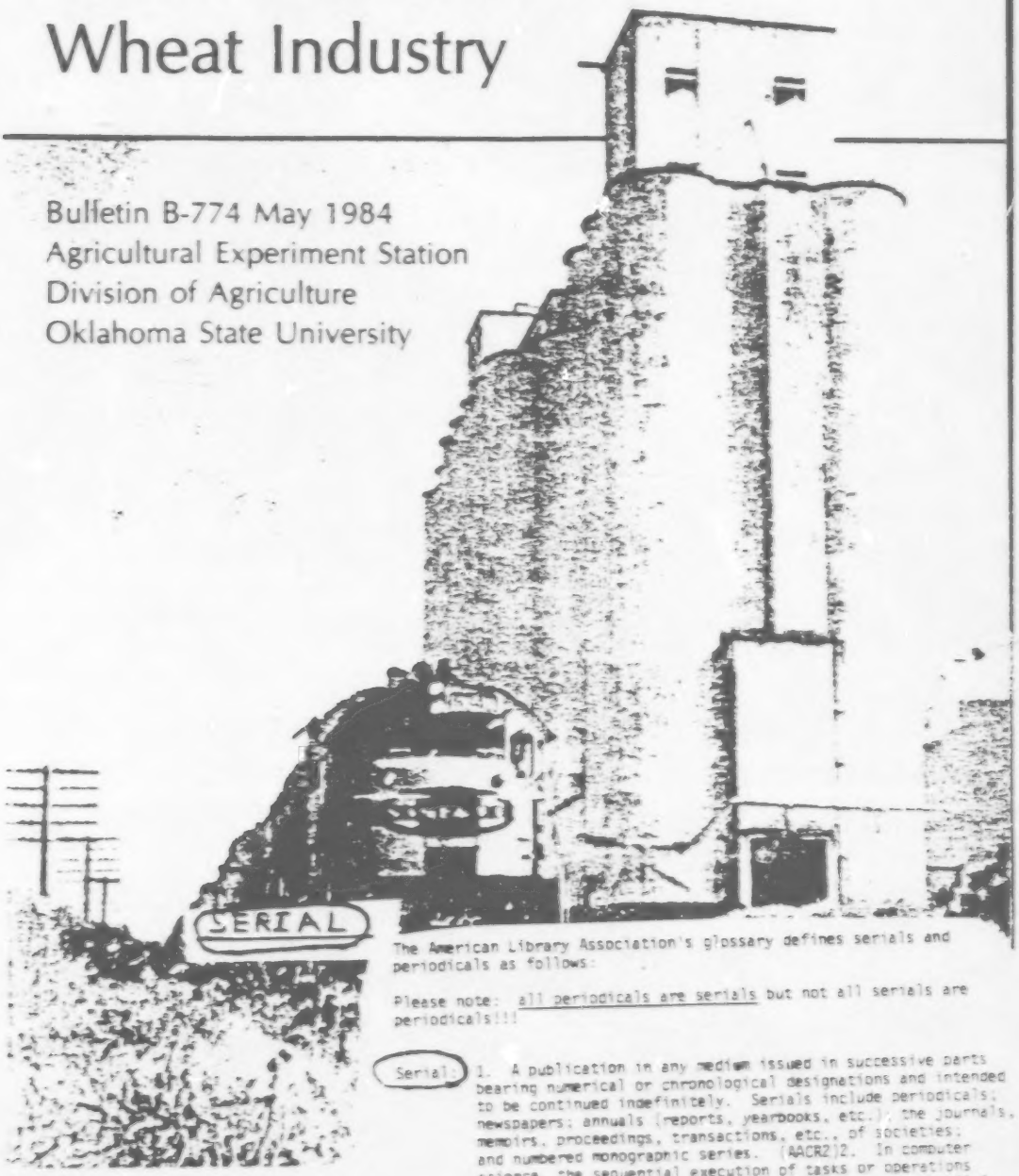
44
85

S
103
E2
A4
114

ST8

Analysis of Operational Goals, Procedures and Conflicts in the Oklahoma Wheat Industry

Bulletin B-774 May 1984
Agricultural Experiment Station
Division of Agriculture
Oklahoma State University



The American Library Association's glossary defines serials and periodicals as follows:

Please note: all periodicals are serials but not all serials are periodicals!!!

Serial: 1. A publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc., of societies; and numbered monographic series. (AACR2)2. In computer science, the sequential execution of tasks or operations or the sequential handling of data. Compare with parallel.

Periodical: A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which is numbered or dated consecutively and normally contains separate articles, stories, or other writings. Newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings, are not included in this term.

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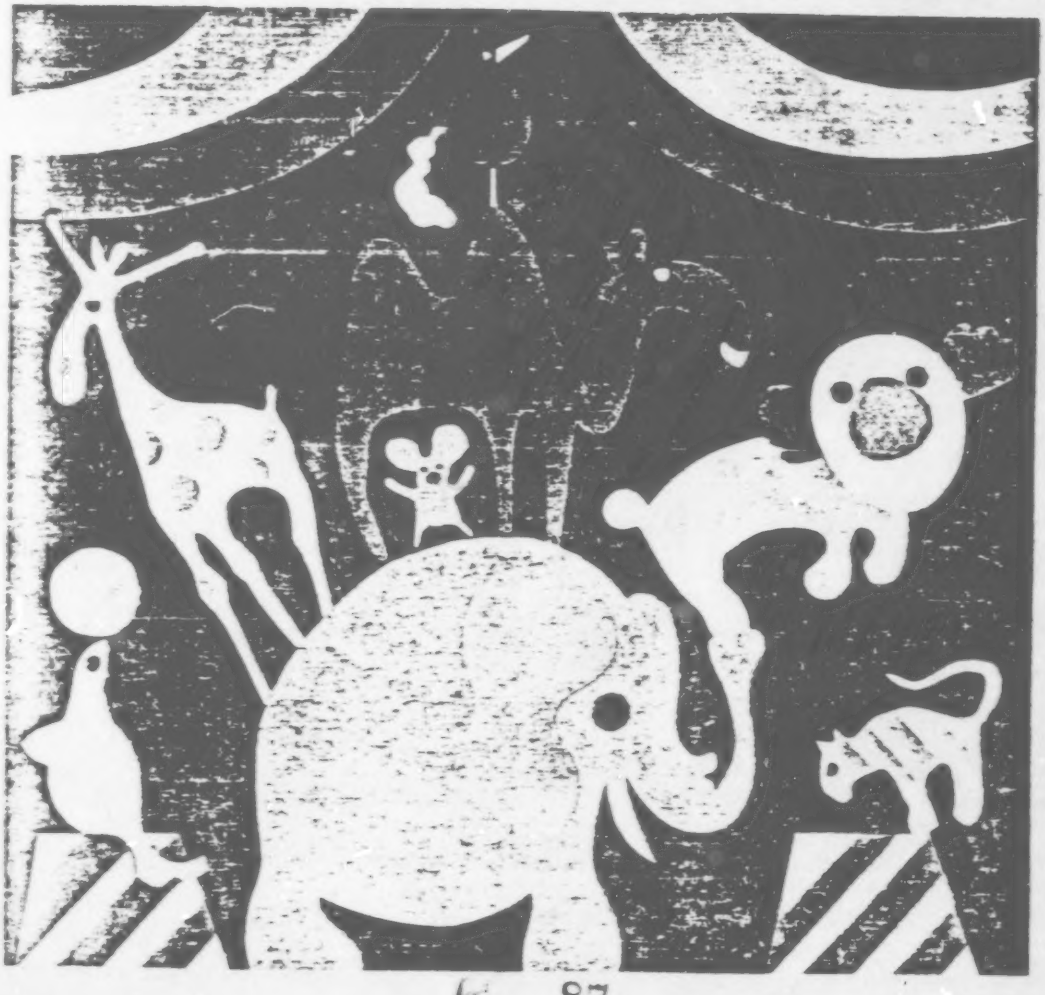
Material (look for the sticker) circulates from the AV Dept. only when they are open. Hours posted by terminal. Refer to staff when AV is closed.

LEVEL 6

Teacher's Annotated Edition and Guide

Worlds of Wonder



HARRIS·CLARK

Worlds of Wonder

Teacher's Annotated Edition and Guide

BEST COPY AVAILABLE

Reading
Shelf 14

CMC
EDUCATION
MACMILLAN

The following is a self-paced quiz on Identifying Media Types. Look over the attached samples, determine which media type the sample represents, then lift the sample and check the answers underneath. If you make a mistake, review the sample.

Since you will be determining the media type of each book you check-out to a patron it is imperative that you can identify these various types of media. If you make a mistake or have <u>any</u> questions be sure to ask for claification.

This is the first time we have used this training tool. If you find it confusing, or parts of it are not clear please bring it to the staffs attention. We may need to do some rewriting. Thank you.

(Note to trainer: Have trainee pull off samples of each type from the returned books truck(s) when possible. If time permits trainee might go to the stacks and pull samples off the shelves.)

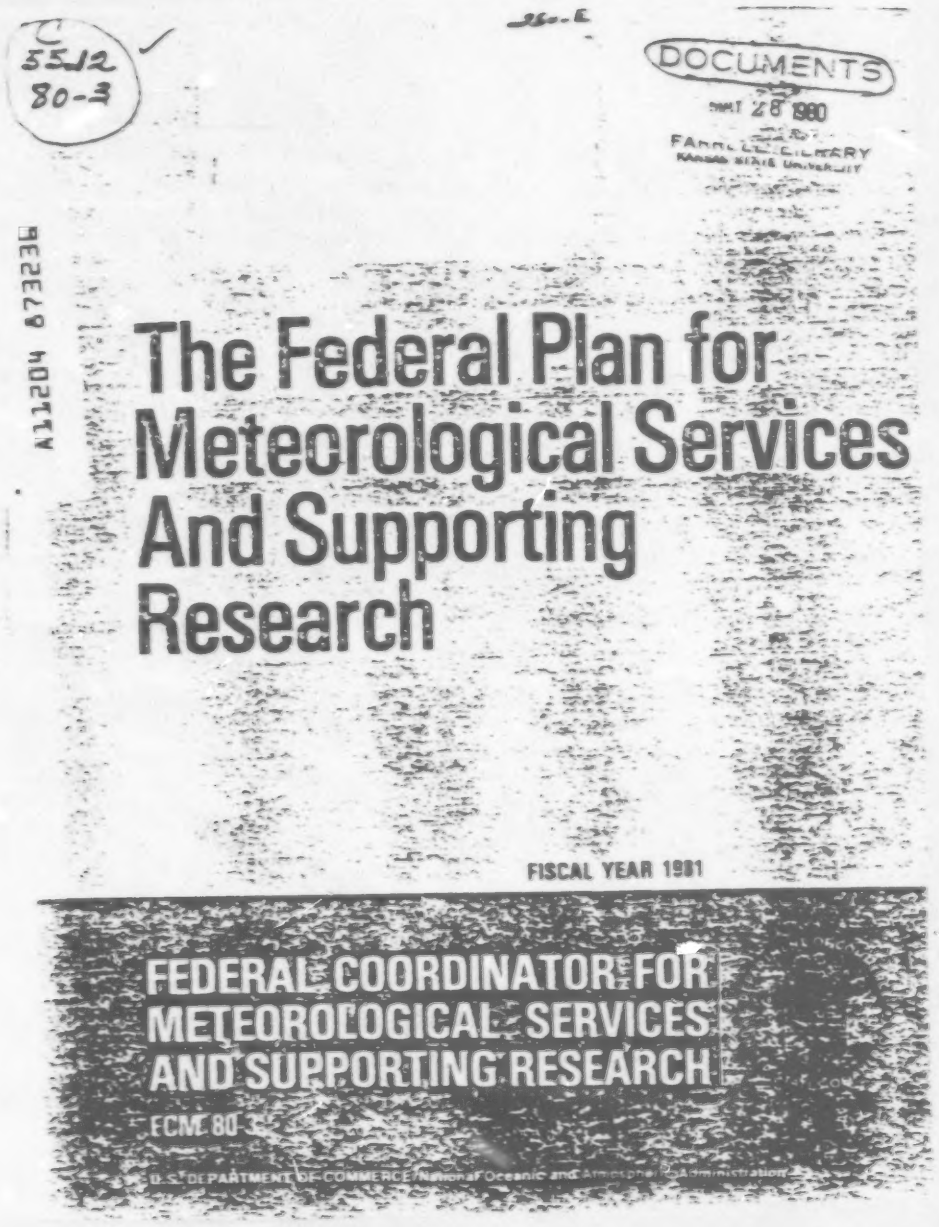
Identifying Media Types

sample

1) What is the Media Type of this sample?

2) Why?

3) How long does it circulate?



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Lift for Answers 89

Identifying Media Types

sample

1) What is the Media Type of this sample?

2) Why?

3) How long does it circulate?

1) Document SER
2) Does not have an LC call #, can be either hardback or paperback. Note the DOCUMENTS property stamp.
3) It circulates to : UGR - 30 days
GR - 60 days
FAC -120 days

What is it?

Can it be checked out?

Lift for Answer

HC
20.8309
6/3

Alcohol health and research World

national institute on alcohol abuse and alcoholism

DOCUMENTS PERIODICALS CUMENTS

APR 14 1982

FARRELL LIBRARY

volume six number three
spring 1982

VOLUNTEERS

u.s. department of health and human services
public health service alcohol,drug abuse, and mental health administration

BEST COPY AVAILABLE

HE
20.8309
6/3

Alcohol health and research World

national institute on alcohol abuse and alcoholism

volume six number three
spring 1982

PERIODICALS CUMENTS
APR 14 1982
FARRELL LIBRARY
KANSAS STATE UNIVERSITY

Document periodical
Unbound Issue

Cannot be checked out

VOLUNTEERS

u.s. department of health and human services
public health service alcohol drug abuse and mental health administration

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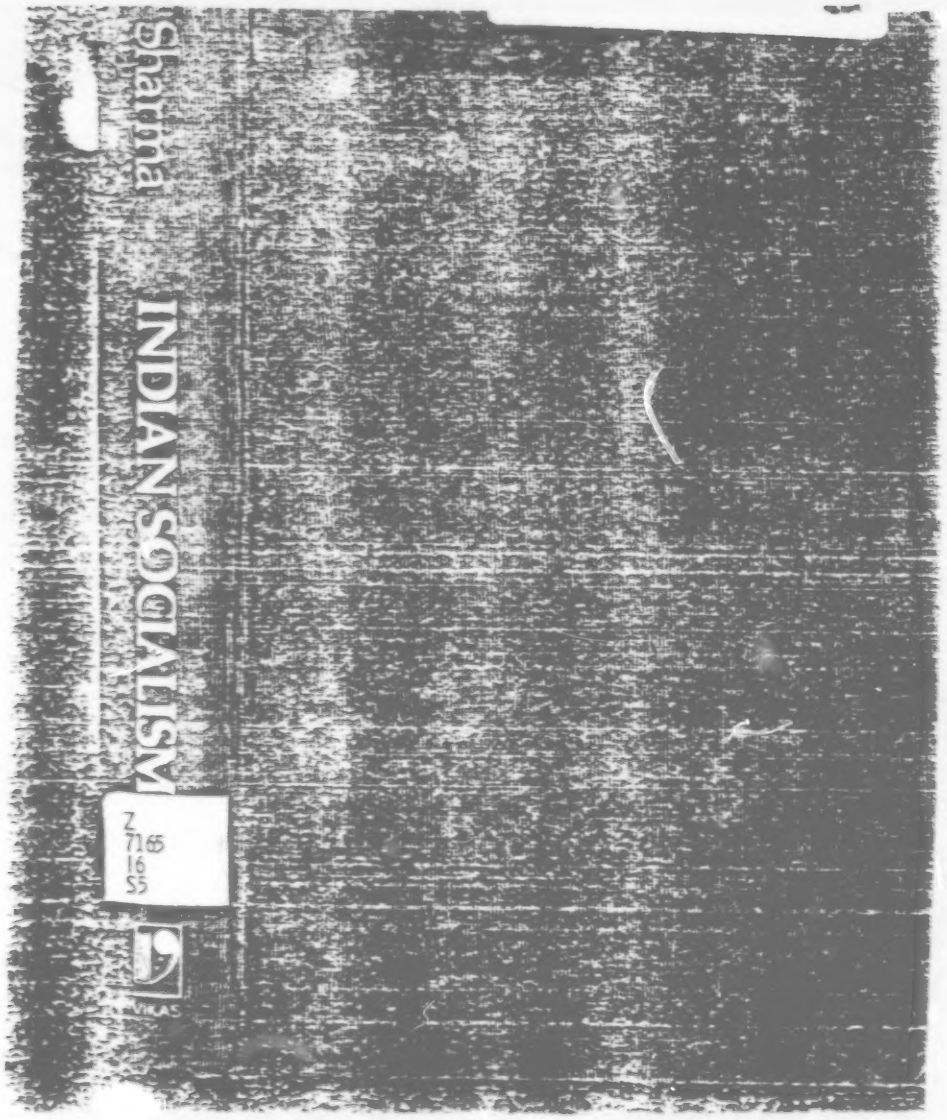
Identifying Media Types

sample

1) What is the Media Type of this sample?

2) Why?

3) How long does it circulate?



BEST COPY AVAILABLE

Lift for answers

Identifying Media Types

sample

1) What is the Media Type of this sample?

2) Why?

3) How long does it circulate?

1) This is a MONOGRAPH
2) It is one complete thing from beginning to end.
   (This is what you normally think of as a "book")
3) It circulates to: UGR- 30 days
   GR - 60 days
   FAC-120 days

BEST COPY AVAILABLE

Lift for answers

50

Identifying Media Types

sample

1) What is the Media Type of this sample?

2) Why?

3) How long does it circulate?

BEST COPY AVAILABLE

HQ
101
C47
C3
23/4
A11204 873244

where families can get help... tax tips... inexpensive boats

THE KIPLINGER SERVICE FOR FAMILIES

APRIL 1976

Getting what you pay for in home-study courses

How money market funds are doing now

Your house need new siding?

The dangers in sports for kids

Job-hunting hang-ups & how to cure them

Ri
co

Ne
in package tours

Don't let the credit pushers trap you!

Lift for Answer